

Guidance for Registering Churches and Circuits with the Charity Commission – Part 2

Stage 6 – Property

6.1 Property

GOV.UK Apply to register a charity: Property
Example Methodist Church 01

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Property

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Does the organisation use premises owned by a trustee or someone related to a trustee?

Yes No

Who owns the property and what is their relationship with the organisation?

Please explain the basis upon which the organisation uses the premises. [Help](#)

Is there a lease or other formal agreement in place?

Yes No

Please provide a copy of the minutes of the meeting where it was decided it is in the organisation's best interests to use these premises.


[Attach](#)

Yes No

[Continue](#) [Save & exit](#)

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In most situations the Church Council or Circuit Meeting will be the managing trustees for Local Property or Circuit Property. Only if no property is managed by the Church Council or Circuit Meeting should the answer “No” be selected. All churches and circuits which manage property should answer “Yes”.

Churches – In the first box state:

The [name] Church Council act as managing trustees for the church building [address]. The church building is held on Model Trusts and the custodian trustees, holding legal title for the property are the Trustees for Methodist Church Purposes (TMCP). If any other properties are managed by the church council adapt the passage accordingly.

The [name] Church Council act as managing trustees for the property [address] which is the caretakers’ cottage for the [name] Methodist Church. The property is held on Model Trusts and the custodian trustees, holding legal title for the property are TMCP.

Circuits – Using the recommended template answer (below) detail each property managed by the circuit meeting.

The [Name] Circuit manages [No.] Properties, each of which is held on the Model Trusts. The Trustees for Methodist Church Purposes (TMCP) are the custodian trustee holding the legal title to all properties.

Property 1: The manse [address]

Property 2: The manse [address]...

Property 5: The church building [name and address] which is held as an investment, worship no longer takes place in this building.

In the second box, explain in your own words each of the purposes for which each building is used.

In response to the question “Is there a lease or other formal agreement in place” answer yes or no as appropriate for your church or circuit.

If an agreement or lease is in place attach a copy of the lease using the box provided. If you do not have a copy of the lease or sharing agreement contact the other parties to the lease or agreement. If contacting other parties does not provide a copy of the document, contact TMCP to acquire a copy. TMCP may be contacted by email using the address legal@tmcp.methodistchurch.org.uk or by telephone at 0161 235 6770.

Answer “Are the premises used for any other purposes” as appropriate for your church council or circuit. If any part of the property is licenced to any other organisation (for example Scouts leasing the church hall two evenings per week) detail the arrangements and attach a copy of the most recent agreement.

Stage 7 – Contact Info

7.1 - Contact for this Application

GOV.UK **Apply to register a charity : Application**
Example Methodist Church Of

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Contact for this application

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Who is the main contact for this application?

In what capacity are you submitting the application? (select one)

- Solicitor
- Accountant
- Charity advisor
- CVS
- CAB
- Trustee
- Volunteer
- Employee
- Other

Is the contact for this application an individual or an organisation?

Individual Organisation

Please enter a UK postcode and click 'Find' to easily enter the address.

Postcode

For example CR0 3RL

Address line 1

Address line 2

Non UK address


Telephone number

Email address

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Generally the person making the application will be a trustee of the charity, though in certain circumstances an employee of the church council or circuit meeting may be the person submitting the registration, tick as appropriate.

Either an individual may register on behalf of the Church Council or Circuit Meeting or the Church Council or Circuit Meeting may register in its own right. Select either "Individual" or "Organisation" as your church or circuit agrees.

If registering as an individual place your contact details into the corresponding boxes. Where there is an agreed office for the church council or circuit meeting insert the postal address for the office, otherwise insert your personal address. If you have access to an email address associated with your position on the church council or circuit meeting please use that email address, alternatively use a personal email address.

7.2 Organisation Contact

The next page is identical to the page detailed at 7.1.

If the main contact for the charity is the same person as the person making the registration, provide the same contact details. If the main contact is a different person insert their details.

7.3 Organisation Details

This step may be skipped if you have inserted the contact details for the organisation during stage 7.1 or 7.2.

Insert the contact details for your charity. This will usually be the address of the church building or the circuit office.

If your local church or circuit has a website, you should place a link to that website in the corresponding box.

You may use one email address for public display and one email address which shall be used by the Charity Commission or you may enter the same email address for both purposes. These email accounts must be checked regularly and should be accessible by more than one trustee.

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Organisation details

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Please provide the organisation's public address

Please enter a UK postcode and click "Find" to populate address fields

Postcode

For example CR0 3RL

 Find

Address line 1

Address line 2

Non UK address

Organisation website (Optional)

PUBLIC This information will be made publicly available on the Charity Register.

Organisation email address for public display (Optional)

PUBLIC This information will be made publicly available on the Charity Register.

Organisation email address for commission use only

Does the organisation operate from this address?

Yes

No

Continue

Save & exit



Stage 8 - Trustee Details

8.1 – Trustee Type

GOV.UK Apply to register a charity : Trustee type
Example Methodist Church 01

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Trustee numbers

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How many trustees does the organisation currently have? (total)

What is the minimum number of trustees the organisation's governing document says it must have?

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In the first box state how many persons are presently are members of Church Council or the Circuit Meeting. This number cannot be smaller than 7.

The minimum number of trustees for a church council is 7 (Standing Order 612), there is no prescribed minimum for Circuit Meetings as they are constituted in accordance with section 61 of Standing Orders.

Single Church Circuits must also have not less than seven members of the circuit meeting.

EITHER

Circuit meetings should place the number 7 as the minimum as there is no prescribed minimum

OR

The circuit must decide how many persons is the minimum number of persons to adequately represent the life of the circuit, giving consideration to age, sex and ethnic origin. This agreed minimum number should be recorded in the minutes of the circuit meeting and entered on to the registration form.

OR

Circuits constituted in accordance with standing order 510 must calculate the total number of persons required to meet the minimum membership quota.

- Every Minister, probationer and trainee minister in the circuit

- Every person authorised to serve who is not a Methodist Minister
- Every other person stationed within the circuit
- The secretary of the Circuit Meeting
- One Church Steward per church
- One Church Treasurer per church
- The number of elected representatives from each church

Example: In a circuit consisting of five churches, each church has a minister, one of whom is also the district chair, every church has agreed to elect one additional representative. There are no supernumeraries or trainee ministers. One minister from another denomination is permitted to serve. The smallest the circuit meeting should be is 21 persons.

Ministers	5 (Including Superintendent)
Church Treasurers	5
Church Steward	5
Elected Representatives	5
Minister from other denomination with permission to serve	1
Minimum number of persons	21

8.2 – Trustees

Use the “Add a Trustee” button to bring up a new menu.

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Trustees

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Add details for each trustee separately

Please note you cannot add partial information for a trustee.

Name	Address	Trustee is chair
------	---------	------------------

Please add the correct number of trustees to the table.

[Save & exit](#)

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Using the menu below insert the details of the first trustee.

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Add a Trustee

Find contact

Trustee is:

Individual
 Organisation

Title

Mr
 Mrs
 Miss
 Ms
 Dr
 Rev
 Other

First name(s)

John

Middle name(s) (Optional)

Surname

Smith

Suffix (e.g. M.A.) (Optional)

Display name (Optional)

PUBLIC

This information will be made publicly available on the Charity Register. This will be created from data above if not entered.

Revd J Smith

Has this trustee ever been known by a different name?

Yes
 No

Date of birth

(dd/mm/yyyy)

Day Month Year

1 1 1990

Please enter a UK postcode and click 'Find'

Postcode

For example CR0 3RL

NW1 5JR

Address line 1

THE METHODIST CHURCH

Address line 2

METHODIST CHURCH HOUSE

25 MARYLEBONE ROAD

LONDON

Non UK address

Trustee telephone number (Optional)

Trustee email (Optional)

Date of appointment as trustee (dd/mm/yyyy)

Day Month Year

Is this trustee the chair of trustees?

PUBLIC This information will be made publicly available on the Charity Register.
Warning: Checking this box will deselect any existing chair

Yes No

Is this trustee a trustee of another registered charity?

Yes No

Are there any special circumstances that require this trustee's name to be kept off the public register?
(Please see [guidance](#) for examples)

Yes No

Warning and reminder - we will check that this trustee is eligible to act as a trustee and is not otherwise disqualified from acting as a trustee. Full details on what disqualifies a trustee from acting can be found in our [guidance](#). Please confirm that this trustee is eligible to act as a trustee of this organisation.

Trustee is eligible to act as a trustee of this organisation

[Cancel](#)

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You will need to repeat this process until all of the number of trustees declared at stage 7.1 have been added have been properly added (for the purpose of this example 8 times). You will need to re-enter the details of trustees provided in stage 6 of the process.

It is necessary for every trustee to provide their full name and date of birth.

Once you have added the details for each trustee you will be prompted to upload a trustee declaration form. You may find trustee declaration forms at the [Charity Registration website](#), or if there are 8 or less trustees you may use the one provided. Print a copy of a declaration form, every trustee must sign it. Then scan a copy of the signed declaration as a pdf type file and upload it.

Apply to register a charity : Trustees
Example Methodist Church 01

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Trustees

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Add details for each trustee separately

Name	Address	Trustee is chair		
Revd J Smith 01/01/1990	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	Yes	Edit	Delete
J Blaygs 01/01/1980	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete
Izzyne Doe 01/01/1980	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete
J Wesley 17/06/1993	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete
John Brown 10/10/1920	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete
S. Brown 10/11/1923	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete
Mr. Robby 01/01/1977	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete
Mr. Scooty Sweep 01/01/1950	THE METHODIST CHURCH METHODIST CHURCH HOUSE 25 MARYLEBONE ROAD LONDON NW1 5JR	No	Edit	Delete

Attach your completed and signed trustee declaration. If you do not have one you can [download one](#).

Attach

You need to confirm that the details provided in this section are correct

I confirm that all details provided in this section are correct

Continue
[Save & exit](#)

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Stage 9 – Other Regulators

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Other regulators

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Are you registered with any of the following regulators? (select all that apply)

- Ofsted
- Care Quality Commission
- Financial Conduct Authority
- Home and Communities Agency
- Care and Social Inspectorate Wales (CSSIW)
- HM Inspectorate of Education and Training in Wales
- Welsh Government (Social Landlords and Housing)
- Healthcare Inspectorate Wales (HIW)


Do you have a gift aid number from HMRC?

Yes No

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If your church or circuit is registered with any of the following regulators, tick the corresponding box and provide the reference number.

If your charity has an HMRC Gift Aid number select “Yes” and insert the gift aid number in the box provided. If our charity does not have a gift aid number click “No”.

Stage 10 – Finances

10.1 - Accounts

GOV.UK Apply to register a charity : Accounts
Example Methodist Church 01

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Income & bank details

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Please attach the organisation's latest accounts (Optional)

If you attached accounts for proof of income you do not need to attach them again.

Estimated gross annual income

Year to date income

Does the organisation have a bank account?
 Yes No

Is the organisation's main account a bank or a building society account?
 Bank Building society

Sort code (e.g. 001122)

Bank name


Account number

Account name

[Save & exit](#)

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Insert the estimated gross annual income for your charity into the corresponding box and insert the income to date. Both numbers should be rounded up to the next whole pound. The one exception is if rounding up to the next whole pound would place your charity above the £100,000 threshold (gross annual income is between £99,999.01 and £99,999.99) in which case round down to £99,999.

The Methodist Financial Year mirrors the Connexional Year, running from 1st September until the following 31st August. Note: If the estimated annual income is not greater than £100,000 there is currently no need to proceed with the registration.

Attach a pdf copy of the most recent annual accounts for your charity. This step is only necessary if you have not already attached a pdf copy of the charity accounts during Stage 3.

If your charity has either a bank account or building society account select the option “Yes” and then insert the details of the charity’s bank or building society account.

10.2 - Funding

GOV.UK Apply to register a charity : Funding
Example Methodist Church 01

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Next financial year end date (dd/mm/yyyy)

PUBLIC This information will be made publicly available on the Charity Register.

Day Month Year
31 08 2016

Please explain how the organisation is or will be funded in the future (select all that apply)

[See guidance](#)

- Public donations
- Legacies
- Other trading activities
- Investments
- Grants
- Charging for services
- Corporate donors
- Commercial sponsor
- Working with professional fundraising consultants
- Loans from any source
- Funding from interest and return on endowments
- Sale of assets
- Other

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The next financial year will end on the next 31st August. Enter into the date section 31/08/20XX where XX is either the current year or the next year as appropriate. For example if you are registering your charity on 1st October 2015, the date on which the current financial year ends shall be 31st August 2016.

Tick as many of the forms of fundraising as apply to your charity. Most Methodist Charities will raise money from:

- Public Donations
- Legacies
- Grants
- Charging for Services

Some charities may perform “other trading activities” such as operating a café or shop. Few local churches or circuits should be using the services of professional fundraising consultants.

Ticking an of the options will bring up a dialogue box in which you are requested to explain what measures are in place to ensure that the monies are properly obtained and scrutinised, other information may also be asked for and a guidance document will appear for each, you should read the associated guidance and prepare an answer in your own words.

Example answer for public donations:

Most donations are received during collection at weekly services, these are anonymous and non-compulsory.

Any large donation or string of donations are discussed at the next meeting of the Church Council, the Circuit Treasurer and a member of the District Policy Committee is invited to attend the meeting and advice may be sought from the District Policy Committee.

Other fundraising activities include the Christmas Fete and... donations are provided at these events, if any irregularity appears in the donated sums the irregularity is discussed at the next meeting of the Church Council, advice may be sought.

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Funding

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Next financial year end date (dd/mm/yyyy)

PUBLIC This information will be made publicly available on the Charity Register.

Day	Month	Year
31	08	2016

Please explain how the organisation is or will be funded in the future (select all that apply)

See guidance

Public donations

Please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations? [See guidance.](#)

Most donations are received during collection at weekly services, these are anonymous and non compulsory. Any large donation or string of donations are discussed at the next meeting of the

- Legacies
- Other trading activities
- Investments
- Grants
- Charging for services**

Please give more details

The Church Hall is hired out to various groups: [Names] for the licence fee of £5 per hour. This usually generates £40 when all of the groups meet during the week.

- Corporate donors
- Commercial sponsor
- Working with professional fundraising consultants
- Loans from any source
- Funding from interest and return on endowments
- Sale of assets
- Other

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10.3 – Tax

Select as many of the forms of tax relief as apply to your charity.

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Does or will the organisation benefit from any of the following tax relief? (select all that apply)

Please note this information may be shared with HMRC. [See guidance.](#)

<input type="checkbox"/> Gift aid
<input type="checkbox"/> Business rate relief
<input type="checkbox"/> VAT relief
<input type="checkbox"/> Corporation tax relief
<input type="checkbox"/> Investment relief
<input type="checkbox"/> Other
<input type="checkbox"/> None

Have you taken any specialist advice on any tax arrangements for the organisation of a complex nature?

Yes No

Have you disclosed any tax avoidance schemes to HMRC? [See guidance.](#)

Yes No

[Continue](#) [Save & exit](#)



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If your charity has taken specialist financial advice on any matter select “Yes” to the first question and a dialogue box will appear. In this box provide details of the person or organisation that provided the advice, when this advice was provided and explain what matters advice as sought on.

Example answer:

In [Month and Year] The Church sought advice from [Name] a [solicitor, financial advisor...] working for [Co Name] concerning VAT relief and the [charity name]’s eligibility for Gift Aid. [Name] advised that the Example Methodist Church was eligible to apply for Gift Aid and assisted us in registering for Gift Aid. [Name] Also advised...

If your charity has disclosed any tax avoidance schemes select yes and provide details in the dialogue box, you are encouraged to read the corresponding guidance note. Otherwise select No.

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Does or will the organisation benefit from any of the following tax relief? (select all that apply)

Please note this information may be shared with HMRC. See guidance.

Form with checkboxes for Gift aid, Business rate relief, VAT relief, Corporation tax relief, Investment relief, Other, and None.

Have you taken any specialist advice on any tax arrangements for the organisation of a complex nature?

Radio buttons for Yes and No.

Please give more details

advisor... working for [Co Name] concerning VAT relief and our eligibility for Gift Aid. [Name] advised that the Example Methodist Church was eligible to apply for Gift Aid and assisted us in registering for Gift Aid. [Name] Also advised...

Have you disclosed any tax avoidance schemes to HMRC? See guidance.

Radio buttons for Yes and No.

Please give more details

On [date] Mr John Smith, a trustee of the charity declared that...

Continue Save & exit

10.4 – Employment

10.4.1 – No Connected Employees

If your charity does not employ any person in any way connected to a trustee select “No” and proceed to 10.5.

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Example Methodist Church 01

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Employment

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Does or will the organisation employ:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes
 No

[Continue](#) [Save & exit](#)

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10.4.2 – Connected Employees

Many Charities will not employ any person related to a trustee or directly related to the charity. If no such person is employed, simply select “No”.

A person who is employed by the charity and is also a member of the local church or one of the churches in the circuit is connected to the charity for the purposes of charity registration.

If your charity does employ a person or organisation that is in some way connected with the charity or a trustee select “Yes”, you will be asked to provide details.

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Does or will the organisation employ:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes No

Please enter their details in the table below.

Name	Employment	Payment	Relationship	
Alice Brown	Employed as a building services manager.	She ordinarily works 5 hours per week and is paid the current living wage [£X.XX] per hour	Person related to a trustee	Edit Delete

Please attach a copy of the minutes of the meeting where each of the employments listed above were agreed. This might be one document or multiple.

File name

[Save & exit](#)

Click on the “Add Person or Organisation” button and insert the details of the employed person or organisation using the table provided.

You will need to attach a pdf copy of the minutes of the meeting in which it was decided to employ this person or these persons.

10.5 – Goods or Services

10.5.1 – Non-purchasing of goods or services from connected persons

If your charity does purchase goods and/or services from any of the listed persons or organisations select “No” and proceed to step 10.6.

10.5.2. – Purchasing Goods or Services from connected persons

If your charity does purchase goods and/or services from one of the listed persons or organisations select “Yes”. Press the “Add person/organisation button”.

GOV.UK Apply to register a charity : Goods/Services
Example Methodist Church Of

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Goods or services

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Does or will the organisation buy goods or services from:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes No

Please enter their details in the table below.

[Add person/organisation](#)

Name	Goods/services provided	Payment	Relationship	
Bobby Windows Ltd.	In 2015 Bobby Windows re-fitted all of the windows in the Church building. Having considered quotes from five suppliers, in the absence of Mr Bobby, it was decided that Bobby was the second cheapest option and was able to re-fit the windows in the requisite timescale.	Bobby Windows was paid the sum of £3000 to re-fit the windows and are paid an annual premium of £10 until 2055 to insure the windows against damage.	Organisation connected to a trustee	Edit Delete

Please attach a copy of the minutes of the meeting where this was agreed for each of the people/organisations listed above. This might be one document or multiple.

[Attach](#)

File name

[Continue](#) [Save & exit](#)

Using the table insert the details of the company or person.

GOV.UK

Add Table Row

Who does or will receive payment for providing goods or services to the organisation?

What goods or services does or will this person/organisation provide to the organisation?

How much does or will this person/organisation receive for providing goods or services?

What is their relationship to the organisation?

- Trustee
- Founder
- Person related to a trustee
- Person related to the founder
- Organisation connected to a trustee
- Organisation connected to the founder

OK [Cancel](#)

You will also need to attach a copy of the minutes in which it was decided that the charity should purchase goods or services from the company or person connected with the charity.

10.6. Other Personal Benefits

Answer Yes, that a person may receive a personal benefit. It is necessary to declare that Ministers receive a stipend and manse, although these are not considered to be a public benefit.

You will need to use the “add person/organisation” button twice.

GOV.UK Apply to register a charity : Other benefits
Example Methodist Church 01

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Other personal benefits

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Will any other kind of personal benefit be received by:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

Yes No

Please enter their details in the table below.

Add person/organisation

Name	Personal benefit provided	Relationship		
The Rev'd John Smith	In accordance with Methodist Discipline, all ministers are provided with a manse and a stipend by the circuit to which they are stationed. The stipend and manse are the means to provide the minister with the material support necessary to fulfil God's mission. The provision of a stipend and manse is not considered to be a personal benefit or payment for services provided, but must be declared. For further details please see - President of the Methodist Conference v Preston [2013] UKSC 27.	Trustee	Edit	Delete

Continue Save & exit

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10.6.1 – Declaration of Stipend

Using the table insert the name of the Minister for your church and in the second section copy the following passage.

In accordance with Methodist Discipline, all ministers are provided with a manse and a stipend by the circuit to which they are stationed. The stipend and manse are the means to provide the minister with the material support necessary to fulfil God's mission.

The provision of a stipend and manse is not considered to be a personal benefit or payment for services provided, but must be declared. For further details please see - President of the Methodist Conference v Preston [2013] UKSC 27.

State that the minister is a trustee.

10.6.2 – Declaration of any other benefit

No person should derive a personal benefit, however it is possible for a trustee to derive a personal benefit if the SO 919 procedures are properly followed.

In the first box state:

No trustee should derive a personal benefit from the [Name] Methodist Church/Circuit, it is possible to derive a personal benefit if the procedures of Standing order 919 have been followed.

In the second box copy and paste SO 919, a copy of SO 919 (below)

919 Conflicts of Interest.

(1) A managing trustee of model trust property who has a financial interest in any question falling to be considered by the managing trustees as such shall, if present, disclose that interest to the other trustees present before the discussion of that question opens, if it is on the agenda or, if not, as soon as it is raised, and shall not preside over any discussion or vote on any resolution relating to that question. Such a trustee shall withdraw from the meeting while the question is discussed and any resolutions voted upon unless, after disclosure of interest:

(i) a majority of the other managing trustees present approves that trustee's remaining and contributing to the discussion; or

(ii) a majority of the other managing trustees present approves that trustee's remaining on terms that he or she shall not contribute to the discussion unless asked by the person

presiding over the discussion to comment on a particular point or points, in which event his or her contribution shall be limited accordingly.

(2) For the purposes of this Standing Order a managing trustee has a financial interest in a question if it involves or may involve a decision whether or not the managing trustees as such shall:

(i) enter into any contract with that trustee; or

(ii) do anything which will or may lead to the receipt of any remuneration or other benefit in money or money's worth or the incurring of any liability by that trustee or to the loss of or a release from or a change in any such remuneration, benefit or liability; or

(iii) sell trust property to or buy property from that trustee;

whether, in any of those cases, the trustee in question acts alone or jointly with one or more other persons.

(3) A managing trustee shall not be liable to account to the trust for any benefit received (whether directly or indirectly) from such a financial interest if the liability would have arisen solely from the existence of that interest and he or she:

(i) is not present at the meeting of the managing trustees at which the relevant decision is made and has not sought to influence that decision; or

(ii) is present at the relevant meeting and has complied with clause (1) above.

Stage 11 – Risks

11.1 – Managing Risks

Churches provide pastoral support and work in some way with children and young people. Some circuits operate youth outreach schemes or schemes to help vulnerable persons.

Unless you are a trustee for a circuit which does not work in any way with children and/or vulnerable people select “Yes”, and ensure that all members of the Church Council or Circuit Meeting have read the guidance document. (See 0.2.2 for further details)

Once all trustees have read the guidance document tick the box confirming that “Trustees have read and understood and are following the Charity Commission’s safeguarding advice.”

Stage 12 – Declaration

Select “Yes” to the question “Do you want to attach any supplementary documentation?” Attach a copy of CPD Vol. 1. You can find a downloadable pdf copy of CPD Vol. 1 [here](#).

You may attach any other supplementary documents as appear necessary to the application for your charity.

If there are any special circumstances for the application of your charity, select “Yes” and explain the special circumstances in the box provided.

Ensure that all of the trustees read the Data Protection Statement and that all trustees are happy with the information that has been provided.

It is important to make a note of your application reference number as you may need to quote this in future correspondence.

Once satisfied that all of the information in the application is both full and correct tick the box to certify that all of the data has been checked and that all trustees have read and accepted the commission’s privacy terms.

Finally using the green button submit your application.

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Declaration

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Do you want to attach any supplementary documentation?

Yes No

[Attach](#)

File name

CPD Vol. 1

[Delete](#)

Are there any special circumstances the Charity Commission should take into account?

For example, a critical date for a funding application.

Yes No

Submitting your application for charity registration

Data Protection

[What we do with the information we collect](#)

I certify that:

- all information provided has been checked by the trustees and is correct and complete to the best of my knowledge
- all trustees agree to this submission and have read and accept the commission's privacy terms

It's a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

After you submit

You'll receive a confirmation email with a PDF summary of the information you've provided. You won't be able to change your application once you've submitted it.

The Charity Commission will contact you if it needs more information. You may need to submit a new application if you haven't provided enough information for the commission to make a decision.

Application reference number

Your application reference number is:

5080949

Please quote this in all correspondence.

[Submit your application](#)

[Save & exit](#)



Stage 12 – After Submitting the Application

You should receive a confirmation email within two hours. The Charity Commission will consider your application, it may take up to 28 days for the Commission to get back to you.

The Commission may accept your registration, ask for further information or refuse to accept the registration.

Additional Information

If you have any further questions concerning the contents of this guidance document, or any questions about the process for registering as a charity please contact the Conference Office by phone on 020 7467 5278 or email at conferenceoffice@methodistchurch.org.uk