



Bitesize...
information
matters

Registering as a charity

Which charitable organisations should register with the Charity Commission?

Usually, a charity you must register with the Charity Commission if it is based in England or Wales and has over £5,000 income per year. You must however register if your charity is a Charitable Incorporated Organisation (CIO) whatever income you receive per year.

Here's the link to the Charity Commission website, for more information:

<https://www.gov.uk/guidance/how-to-register-your-charity-cc21b#when-to-apply-to-register-your-charity>

Remember, only apply to register your charity once it's set up. This means you have:

- Chosen your charity's purpose
- Chosen what type of charity structure it will have
- Written and agreed a governing document
- Chosen a name
- Recruited trustees
- Decided how your charity will be funded

Applications are made online and you will be given a unique reference number. The application will be available on line to save and go back later; however, after three months if the application is not submitted this will be removed from the system and you will have to start again. It is best to download a copy of the questions which are available on the above website and make an electronic copy of the submission in full, then copy and paste the answers online. This way you will be able to complete the online application all in one go and not lose information by time out later.

If you have any queries, Voluntary Action Rotherham (VAR) may be able to assist you, please contact triage@varotherham.org.uk or telephone 01709 829821.