

How to Apply

Applying to become a registered CASC is a simple process. Clubs are required to submit a completed application form to HMRC with a copy of the club's constitution adhering to the criteria set out in the [guidance notes](#). Additional guidance is available for [multi-sport clubs](#).

We would recommend clubs potentially use the following process:

1. Read and discuss the [guidance notes](#) and [options for your club](#) to decide if CASC registration is the right choice.

KEY TIP: Why not contact a CASC registered club to discuss their experiences?

2. Look at your club's constitution. Is this an accurate reflection of the club's policies and does it fulfil the criteria set out in the guidance notes?

KEY TIP: Incorporate the [model clauses](#) prepared by Bates, Wells and Braithwaite into your club's constitution. The use of these clauses will speed up your club's registration - though check your constitution carefully, to ensure these clauses do not come into conflict with existing clauses.

3. If you have had to adopt new policies ensure these are accepted through the club's formal procedures.

4. If you are happy that CASC registration is right for your club, and that your constitution is appropriate, complete the [HMRC application form](#):

HMRC Charities
St Johns House
Merton Road
Bootle
Merseyside
L69 9BB

All of the [documents required for CASC registration](#) are available from cascinfo.co.uk.

Please note - feedback from HMRC suggest that many clubs applying for registration to the CASC scheme have to make changes to their constitutions.