

date:

your reference:



Po Box 8
 Priory Road
 Spalding
 PE11 2XE

**Application for a saving on
 the council tax because an
 apprentice lives in the property**

Part 1 - to be completed by you

1 Please tell us the full name of the apprentice

2 Please tell us where they live:

3 Please tell us how many people aged 18 or more live at the address given in question 2.

4 What trade, business or profession is the apprenticeship in, for example, hairdressing or mechanics?

5 When did the apprenticeship start?

6 Please give the name of the Qualifications and Curriculum Authority's course the apprentice is attending

7 Please give the name and address of the place the apprentice goes to for their course

Signed:

Date:

Full name:

Tel. number:

Please REMEMBER to get the section on the back completed by the apprentice's employer

Part 2 - to be completed by the apprentice's employer

1 Please confirm the apprentice's name

2 Please give the weekly gross earnings and/or allowance of the apprentice. **(Do not include overtime or bonuses).**

3 Please state what the earnings would be, if the apprentice was fully qualified.

4 Please confirm when the apprenticeship started.

5 Please stamp this form with your company's stamp below

Signed:

Date:

Name (in CAPITALS please)

Position Held in Company:

Tel.number: