

# Council Tax Enquiry Form Apprentice



Account Ref:

Property Ref:

*Please quote above numbers in all correspondence*

Date of issue:  /  /

Please read the notes overleaf.

If you need help completing this form, please phone the Council Tax Office on 01775 761161

Address of property if different from above:

**If you wish to claim a discount because you or a member of your household is an apprentice, please supply the following information. Please complete this form in BLOCK LETTERS and BLACK INK**

Name of apprentice:

When did the apprentice move into the property?

How many people over the age of 18 reside in the property?

Start date of apprenticeship:  /  /  Expected end date of apprenticeship:  /  /

What trade, business, profession, etc is the apprentice employed to learn:

What qualification will be gained?

What salary can the apprentice expect to receive when first qualified?

Is the apprentice's gross, weekly pay less than £195.00?

Name and address of the apprentice's employer:

Please provide copies of the apprentice's wage slips (2 monthly or 6 weekly) and proof of apprenticeship

## Declaration

I declare that the information given above is correct to the best of my knowledge.

Signed:

Date:  /  /

Full name:

Daytime telephone no:

Email:

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

**WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.**

## Apprentices

### **A person is considered to be an apprentice if they are:**

- a) Employed for the purpose of learning a trade, business, profession, office, employment or vocation;
- b) For that purpose undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority or the Scottish Vocational Education Council; and
- c) Employed at a salary or in receipt of an allowance, or both, which are in total no more than £195.00 per week.