



Application for Council Tax Discount Apprentices

Please read the notes on the other side, before completing this form.

Date of Issue:

N. B. REMEMBER TO ENCLOSE A CERTIFICATE FOR EACH PERSON, COMPLETED BY THEIR EMPLOYER, WHICH IS ATTACHED TO THIS FORM

| | |
|--|--|
| Property Reference Number : (this is shown on your Council Tax bill) | |
| Name of Taxpayer : | |
| Address of Property : | |
| Total Number of Adults Resident in the Property : | |
| PERSON TO BE DISCOUNTED | |
| Full Name : | |
| Name and Address of your Employer : | Trade / Profession / Vocation : |
| | Period of Apprenticeship : From : To : |
| | Weekly Salary / Allowance £ |

DECLARATION

I declare that the information given above is, to the best of my knowledge, true and accurate.

SIGNED :

DATE :

Discount for Apprentices

The full Council Tax bill assumes that there are 2 adults living in a property. However, for Council Tax purposes, certain people will not be counted when looking at the number of adults. This may mean that the bill is reduced by 25%.

Below are answers to some questions about who should be discounted, under this category.

1. In what circumstances is an Apprentice discounted?

If he/she is:-

- i) employed to learn a trade, profession, business, office, employment or vocation
- ii) undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority.
- iii) receiving a salary or allowance of less than £195.00 per week, and
- iv) that salary or allowance is substantially less than he/she would expect to receive when qualified.

2. Why does the employer have to complete a Certificate?

In order to confirm that the apprentice is training for a relevant vocation and to verify his/her salary or allowance.

3. How do I apply?

Complete the form overleaf and return it, together with a certificate for each person, completed by their employer, to the address shown. Once it has been assessed you will be notified of the Council's decision.

4. For how long will the discount be allowed?

While you continue to be an apprentice and the number of adults in the property stays the same. If your circumstances change you must tell us about it straight away, or you may have to pay a penalty.

DATA PROTECTION ACT 1998

Information on this form may be recorded on computers and is subject to the provisions of the Data Protection Act 1998. Although you do not need give this information, if you do not do so it will be assumed that no discount is applicable. If you have any other queries about discount or would like any more information about Council Tax, please contact the office at the address/telephone number shown overleaf.



High Peak Borough Council

0845 129 48 58

www.highpeak.gov.uk

Council Tax Team

We're here to help

Town Hall Market Place Buxton
Derbyshire SK17 6EL
Fax 01298 27639 Textphone 0845 129 48 76
E-mail counciltax@highpeak.gov.uk

COUNCIL TAX Employers Certificate

THIS CERTIFICATE IS REQUIRED FOR THE PURPOSE OF ASSESSING COUNCIL TAX DISCOUNT

TO BE COMPLETED BY THE APPRENTICE

Name of Apprentice

Address of Apprentice

.....

TO BE COMPLETED BY THE EMPLOYER

An application for Council Tax discount is being made on the grounds that the above named person should be discounted because he/she is an apprentice (see the definition overleaf). I would be obliged if you would provide the details requested below and sign to confirm that the apprenticeship meets the requirements of the legislation.

| | |
|--|--|
| Name of Employer | |
| Trade/Profession/Vocation being taken | |
| Period of Apprenticeship | |
| Gross weekly salary/allowance | |

DECLARATION

I confirm that I employ the above named person, at the salary shown, which is substantially less than he/she would expect to receive when qualified. Furthermore, I confirm that he/she is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.

Signed: Date:

Position Held:

DATA PROTECTION

Information on this form may be recorded on a computer and is subject to the provisions of the Data Protection Act, 1998. Although you are not obliged to give the information, it will assist the Council in assessing whether a discount is applicable to the property in which your employee resides.

DEFINITION OF AN APPRENTICE

For the purpose of Council Tax discounts an apprentice is defined: -

- i) As a person who is employed to learn a trade, profession, business, office, employment or vocation.**
- ii) Who is undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority.**
- iii) Who is receiving a salary or allowance of less than £195.00 per week, and**
- iv) That salary or allowance is substantially less than he/she would expect to receive when qualified.**