



Date of Issue:
Reference No:

COUNCIL TAX DISCOUNT - APPRENTICE

Applicant:

This form should be completed by the person responsible for paying the Council Tax (the liable person), and also the employer of the apprentice.

Please note:

1. To qualify as an apprentice for council tax purposes a person must be:
 - a) employed for the purposes of learning a trade, business, profession, office employment or vocation:
 - b) for that purposes undertaking a programme of training leading to a qualification accredited by the national council for Vocational Qualifications or the Scottish Vocational Education ;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.

Section 1. Application Information - if the same as above please tick this box and continue to section 2

Name:
Property Address:

Section 2. Residents – please list all adult residents in the property, including yourself:

Title	Forename(s)	Surname(s)



Section 3. Details of Apprentice

Title	Full Name	Date of Birth

Is the apprentice:

Employed for the purposes of learning a trade, business profession, office employment or vocation? Yes / No

Undertaking a programme of training leading to a qualification accredited by the national council for Vocational Qualifications or the Scottish Vocational Education? Yes / No

Employed at a salary and/or in receipt of an allowance which in total are No more than £195.00 per week? Yes / No

Section 4. Details of Apprenticeship

Name & Address of Employer	Type of Apprenticeship	Apprenticeship End Date

Section 5. Declaration

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

Print Name:..... **Signed:**..... **Date:**.....

Please supply a telephone number and/or email address where you can be contacted:

Telephone: Email: <div style="text-align: right; margin-top: 10px;"> I would like to receive electronic bills via email <input type="checkbox"/> </div>

Section 6. Declaration – TO BE COMPLETED BY THE APPRENTICE’S EMPLOYER

I confirm the person named here is an Apprentice with a combined Salary/Allowance not exceeding £195.00 per week and is undertaking training leading to a vocational qualification.

Name:..... **Signed:**..... **Date:**.....

Organisation:..... **Position:**.....

The information on this form is necessary to administer your council tax and fulfil the council's statutory functions, and will not be used for any other purposes.

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We can provide this information in different formats if needed. Please call 01707 357000 and ask for the Council Tax section or email c.tax@welhat.gov.uk