



COUNCIL TAX DISCOUNT: APPRENTICES

APPLICATION TO BE DISREGARDED

Account Ref:

Date:

PLEASE READ THE INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM

You should complete this application in respect of any persons who you consider should be disregarded in the assessment of Council Tax discounts because they are Apprentices.

N.B. REMEMBER TO ENCLOSE A CERTIFICATE FOR EACH PERSON COMPLETED BY THEIR EMPLOYER

Full Name of Taxpayer	
Address of Property:	
Post Code:	
Total number of Adults resident in the property:	

PERSONS TO BE DISREGARDED			
	(1)	(2)	(3)
Full Name:			
Name & Address of Employer			
Trade/Profession/Vocation			
Period of Apprenticeship			
Gross Weekly Salary or Allowance:			

If there is insufficient space to list all relevant persons here, please use a separate sheet of paper, giving all the information required.

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

Signed.....Date.....

APPRENTICES

TO BE RETAINED BY APPLICANT

The full Council Tax bill assumes that there are 2 adults residing in a dwelling. However, for Council Tax purposes, certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the Council Tax bill by 25% or 50%.

EXAMPLE: 4 adults residing in a property:

- | | |
|--|--|
| (i) One person in disregarded category: | 100% charge as there are still more than 2 adults to be counted. |
| (ii) Two persons in disregarded category: | 100% charge as there are still 2 adults to be counted. |
| (iii) Three persons in disregarded category: | 75% charge as only one adult is to be counted. |
| (iv) Four persons in disregarded category: | 50% charge as there are no adults to be counted. |

Below are answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

Q. In what circumstances is an apprentice disregarded?

A. If he/she is:-

- (i) employed for the purpose of learning a trade, profession, business, office, employment or vocation;
- (ii) undertaking a programme of training leading to an accredited qualification
- (iii) receiving a salary or allowance of less than £195 per week, and
- (iv) that salary or allowance is substantially less than he/she would expect to receive when qualified.

Q. Why does the employer have to complete a certificate?

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

Q. How do I apply?

A. 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.

Q. For how long will the discount be allowed?

A. For as long as there are less than 2 adults in the property who are not disregarded. **If there is any change in circumstances then you must notify the address shown overleaf.** Failure to do so may result in a penalty being imposed.

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

EMPLOYER'S CERTIFICATE



High Peak Borough Council
working for our community

P O Box 136
Buxton
Derbyshire
SK17 1AQ

This certificate is required for the purpose of assessing Council Tax discounts

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 disregarded 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 & address of Employer:	
Trade/Profession/Vocation being undertaken:	
Period of Apprenticeship:	
Start date:	End date:
Gross annual earnings:	Gross weekly earnings:
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.....	Tel:.....
Data Protection Information on this form may be recorded on a computer and is subject to the provisions of the Data Protection Act 1984. 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.	