

EMPLOYER'S CERTIFICATE



High Peak Borough Council
working for our community

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.	