



**NORTH WARWICKSHIRE BOROUGH COUNCIL  
THE COUNCIL HOUSE, SOUTH STREET,  
ATHERSTONE, WARWICKSHIRE, CV9 1DE**

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## APPLICATION FORM FOR COUNCIL TAX DISCOUNT – SCHOOL & COLLEGE LEAVER

This form constitutes an application under Regulation 14 of the Council Tax (Administration & Enforcement) regulations 1992 (SI 1992 No. 613).

**Please read the guidance notes overleaf and the declaration below then complete and sign the form, if appropriate, and return using the envelope provided.** You have advised that some or all of the residents of the address below are school leavers, or Child Benefit is payable in respect of them. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount or exemption from your Council Tax bill. If the details are verified and discount or exemption is awarded, a revised bill will be issued. In the meantime, bills previously issued must be regarded as correct and due for payment as requested.

**Full Property Address :**

How many people aged 18 or over (including yourself) live at the above address?

**Please give details below of anyone you wish to be considered for disregarded status:**

Full name	Date of birth	Last school attended	Course end date	Child Benefit reference no.

**DECLARATION:**

**I declare that the information given above is correct to the best of my knowledge. I verify that I am the person responsible for the above property and hereby claim any Council Tax discount or exemption available as a result of this application. I undertake to advise the Director of Finance within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive discount or exemption to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.**

**Signed :**

**Date:**

**Full Name :**

**Telephone - Day:  
Evening:**

**e-mail:**

# **COUNCIL TAX DISREGARD GUIDANCE NOTES**

## **SCHOOL AND COLLEGE LEAVERS**

This is defined as a person who:

- a) is under the age of 20; and
- b) has, within a relevant period, ceased to undertake a qualifying course of education or a full time course of education.

‘Relevant period’ means the period after 30th April and before 1st November in any year. The disregarded person will be disregarded during this relevant period.

## **PERSONS IN RESPECT OF WHOM CHILD BENEFIT IS PAYABLE**

A person will be disregarded if he/she:

- a) has attained the age of 18 years but
- b) is a person in respect of whom another person is entitled to Child Benefit, or would be but for paragraph 1(c) of Schedule 9 to the Social Security Contributions and Benefits Act 1992.