



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

TELEPHONE: (01827) 719368 FAX: (01827) 719412
E-MAIL council tax@northwarks.gov.uk

APPLICATION FORM FOR COUNCIL TAX DISCOUNT - APPRENTICE

This form constitutes an application under Regulations 8 and 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, together with a letter of confirmation from the employer of each person to be disregarded, and the proof of earnings requested overleaf. You have advised that some or all of the residents of the address below are apprentices. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount 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 live at the above address?

Please give the details below of anyone you wish to be considered for Council Tax disregarded status.

Full name(s)	Employer's name and address	Apprenticeship start date	Apprenticeship end date	Proof enclosed?
				YES / NO
				YES / NO
				YES / 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 exemption or discount 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

APPRENTICES

Apprentices must be:

- 1) Employed for the purposes of learning a trade, business, profession, office, employment or vocation;
- 2) For that purpose undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Educational Council; and
- 3) Employed at a salary or in receipt of an allowance or both, which are in total
 - a) Substantially less than the salary he/she would be likely to receive if he/she had achieved the qualification in question; and
 - b) No more than £160 per week.

PLEASE SUPPLY A LETTER FROM THE EMPLOYER OF THE PERSON(S) TO BE DISREGARDED CONFIRMING EMPLOYMENT AS AN APPRENTICE IN ACCORDANCE WITH THE ABOVE CRITERIA, AND 5 RECENT CONSECUTIVE WEEKLY WAGE SLIPS (OR 2 SALARY SLIPS IF PAID MONTHLY).