



Council Tax – Apprentice – Youth Training Trainees Application (APPRENTICE)

Please read the enclosed notes before completing this application form.

Name:

Address:

Account Reference Number (from your bill):

Contact telephone number:

Email address:

Name of apprentice or trainee:

Date of birth (trainee only):

Employers name and address:

Date apprenticeship/training started: ___/___/___

Anticipated end date: ___/___/___

Qualification being sought:

Salary £ _____ per week/per month (delete as appropriate) Please provide proof i.e. payslip

How many adults (18 and over) live at your property? (Please include the apprentice)

DECLARATION

I declare that the details stated in this application are true and accurate to the best of my knowledge and belief.

Signed:

Date:

Guidance notes - Apprentices & Youth Training Trainees

When assessing the number of persons resident in a household for Council Tax purposes the Council does not count those who are entitled to a Discount Disregard, Apprentices and Youth Training Trainees may qualify for a Discount Disregard if the following conditions apply:-

A person is an apprentice if he is;

1. employed for the purpose of learning a trade, business, profession, office, employment or vocation;
2. for that purpose is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Education Council; **and**
3. employed at a salary or in receipt of an allowance or both, which are in total :
 - Substantially less than the salary he would be likely to receive if he had achieved the qualification being sought; **and**
 - is no more than £130.00 per week until 31/3/98 or £160.00 per week from 1/4/98 or £195 per week from 1/4/2007.

A person is a youth training trainee if he is;

1. under the age of 25, **and**,
2. is undertaking training in conformity with an individual training plan under arrangements made under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990, these arrangements must constitute an approved training scheme for the purposes of section 28 of the Social Security Contributions and Benefits Act 1992.

In both cases the person would qualify for the Discount Disregard for the period relevant to the particular course that he is undertaking.

Please note the following:-

Should your circumstance change in a way that may alter your entitlement to this discount, you must notify me in writing within 21 days of that change. Under Regulation 16 of the Council Tax (Administration and Enforcement) Regulations 19 (as amended) it is your duty to do this. Failure to notify me of such a change may result in a penalty of £70 being imposed upon you. In some cases the Council may use the provisions of the Theft Act 1968 where it believes that false information has been knowingly supplied to obtain a financial benefit to which a person is not entitled.

If you disagree with the decision relating to your application for discount, you may appeal to me in writing within 28 days of the date on this letter. You must explain why you disagree and send any information to support your argument. If we cannot agree, you may appeal to the Valuation Tribunal and the Clerk to the Tribunal will arrange a date for you to attend and give your reasons for the appeal.

You should continue to pay your existing instalments pending the outcome of any appeal. If your appeal is successful, you may be asked to complete a review form at a later date, but you will be entitled to a discount/exemption from Council Tax as long as the reasons you gave the Tribunal exist, and the Authority is satisfied that the entitlement continues to exist.

<p>This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.braintree.gov.uk/council and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525</p>
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