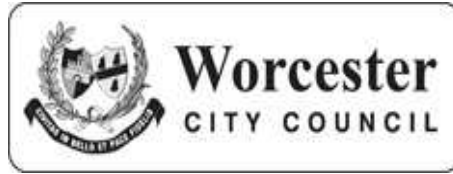




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

APPLICATION TO BE DISREGARDED FROM COUNCIL TAX DUE TO BEING AN APPRENTICE

You are asked to complete and return this form to the address at the bottom of the form if you are the liable person for Council Tax purposes. Please read the Guidance Notes before completing this application form. Please complete this form in BLOCK CAPITALS using black ink.

*Denotes a mandatory field which must be filled in for your application to be processed.

PART ONE – to be completed by Liable Person for Council Tax

*1. Full Name of Applicant:	
*2. Address of Property for which discount is being claimed:	
3. Account or Property Reference if known:	
*4. How many adults have their only or main home at the above address?	
*5. Does anyone aged 16 or 17 live at the above address:	YES / NO (delete as applicable)
*6. If YES , please give the date of their 18 th birthday:	
*7. Full Name of Apprentice:	
The Apprentice's employer should be asked to complete the enclosed CERTIFICATE OF APPRENTICESHIP. As this Certificate contains personal information about the Apprentice's employment and earnings, the Apprentice can send the Certificate direct to the Council if he or she wishes.	
*8. Please tick the box which applies:	
I am enclosing the completed Employer's Certificate with this form	
The completed Employer's Certificate will be sent to the Council separately as soon as possible	

DECLARATION: I declare to the best of my knowledge and belief all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information.

I UNDERTAKE TO NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. I ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED.

*Signature _____ *Full Name _____

*Date _____ Daytime Tel No _____

South Worcestershire Revenues & Benefits Shared Services
P.O. Box 11, Pershore, Worcs WR10 1PU
Tel: 01905 822733 Fax: 01386 565580

APPLICATION TO BE DISREGARDED FROM COUNCIL TAX DUE TO BEING AN APPRENTICE

PART 2 EMPLOYER'S CERTIFICATE OF APPRENTICESHIP

A person is an "APPRENTICE" for these purposes if he or she is :-

- Employed for the purposes of learning a trade, business or profession;
- Undertaking a programme of training leading to a qualification accredited by the NCVQ (the National Council for Vocational Qualifications);
- Earning less than £195 per week (Gross, before any deductions)
- Earning substantially less than the salary he or she would be likely to receive if he or she already had the qualification in question.

The Council regrets having to trouble employers for this information but hopes they will kindly co-operate in completing this Certificate

Part 2A – to be completed by the Apprentice

*Full Name of Apprentice:	
*Full Address of Apprentice:	
*Job Title or Description	
*Department in which employed:	
*Department or Works Number:	

Part 2B – to be completed and signed by the Employer

*1. Is the person named in Part 2A above, employed with you for the purpose of learning a trade, business or profession?	<u>Answer Yes or No</u>
1a. If YES, please describe briefly the trade, business or profession concerned:	
*2. Is the employee undertaking a training programme leading to a qualification accredited by the National Council for Vocational Qualifications (NCVQ)?	<u>Answer Yes or No</u>

Employers Certificate continued.../

2a. If **YES**, please describe briefly the trade, business or profession concerned:

*3. If the employee concerned is attending a College as part of the training programme, please state:

Name and Address of College:

Title of Course:

*4a. The employee's apprenticeship started on:

DAY

MONTH

YEAR

*4b. The employee's apprenticeship is expected to finish on:

DAY

MONTH

YEAR

*5. Please state the employee's GROSS weekly earnings (before any deductions) including any allowances

£

*6. Please give your estimate of the GROSS weekly wage or salary that the employee would be likely to receive if he or she had already achieved the qualifications in question:

£

(THE COUNCIL HAS TO DECIDE WHETHER THIS IS "SUBSTANTIALLY LESS" THAN THE EMPLOYEE'S ACTUAL EARNINGS STATED IN YOUR ANSWER TO QUESTION 5)

Employer's Signature:

Name:

Position Held:

Date:

Telephone Number:

Full Name and Address of Company / Firm:

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Guidance Notes

The person who is liable to pay the Council Tax bill for your home must apply for the discount disregard. Where more than one person is liable to pay the bill, any one of the "Liable Persons" can make the application.

An apprentice can be disregarded for Council Tax discount purposes ONLY if ALL of the following conditions apply.

The apprentice must be:

- Employed for the purposes of learning a trade, business or profession;
- Undertaking a programme of training leading to a qualification accredited by the NCVQ (the National Council for Vocational Qualifications);
- Earning less than £195 per week (Gross, before any deductions)
- Earning substantially less than the salary he or she would be likely to receive if he or she already had the qualification in question.

PLEASE NOTE that these Apprentice disregard rules are laid down by Government Regulations, not by the Council. The Council is not able to change these rules.

If there are 2 or more adults in the property who are not disregarded for any reason no discount will be applicable.

**PLEASE ENSURE THAT APPLICATION AND EMPLOYER'S CERTIFICATE
ARE COMPLETED IN FULL AND RETURNED TO US AS SOON AS
POSSIBLE.**