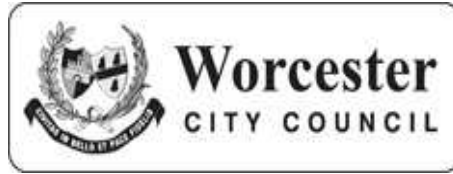




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APPLICATION TO BE DISREGARDED FROM COUNCIL TAX DUE TO BEING AN 18 OR 19 YEAR OLD AT SCHOOL OR COLLEGE (AND RECENT LEAVERS)

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.

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 Reference:			
*4. How many adults (age 18 or over) class the above property as their only or main home?			
*5. Does anyone aged 16 or 17 live at the above address?		<u>Answer YES or NO</u>	
*6. If yes please give their full name(s) and the date(s) of their 18 th birthday(s)			
Full Names:	Day	Month	Year
*7. The following questions are all about the 18 or 19 Year Old Person in your household for whom you are claiming a Council Tax Discount Disregard			
Full Names:	DATE OF BIRTH		
	Day	Month	Year
*8. Please provide the date they occupied the property:			
*9. Are you in receipt of Child Benefit for them?		<u>Answer YES or NO</u>	
*9a. If YES, please enclose entitlement letter as proof and/or bank statements.			
*10. If the person is at School/College (or has just left), please provide the following information:			
<u>Name and Address of School or College</u>		<u>Title of Course (eg GCSE, A Levels)</u>	

*11. Does / did the Course involve more than 12 hours per week tuition or supervised study between 8.00am and 5.30pm?	<u>Answer YES or NO</u>		
*12. Is / was the person on the course because of his or her own job? (e.g. on day release or evening classes)	<u>Answer YES or NO</u>		
*13. The person started the above course on:	<u>Day</u>	<u>Month</u>	<u>Year</u>
*14. He / She finished (or is expected to finish) the above course on:	<u>Day</u>	<u>Month</u>	<u>Year</u>
If the above person is moving on to higher education (eg University) after the above course ends, and is still living at the address overleaf, you will need to complete an application form for a student disregard.			

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 _____

Guidance Notes

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

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

18 or 19 year old at school or in FURTHER education (which means courses up to A Level or BTEC ONC / OND standard). The school or college course must fulfil **ALL** the following conditions:

- Lasting more than 3 months;
- Involving more than 12 hours a week tuition or supervised study between 8.00am and 5.30 pm (so evening classes do not count);
- Not a correspondence course;
- Not related to the person's employment (day release, for example)

Where an 18 or 19 year old leaves school or college after 30 April, the discount disregard can be claimed up to 31 October of that year.

PLEASE NOTE that these 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.

There are separate application forms for full-time students in higher education and apprentices or YT trainees.