

# COUNCIL TAX – APPRENTICE DISREGARD

Please fill in this form and return it to: Rother District Council, Post Handling Service, P.O Box 10665, Nottingham, NG6 6DZ

Telephone: (01424) 787000 Fax: (01424) 787755

E-mail: [revenuesandbenefits@rother.gov.uk](mailto:revenuesandbenefits@rother.gov.uk)

Web: [www.rother.gov.uk/counciltax](http://www.rother.gov.uk/counciltax)



**Apprentice discounts will only be awarded if a payslip is enclosed.**

Your name and address:	Council Tax account number:
E-mail:	Address this form relates to (if different):

## Please read the information over the page before you fill in your application

Your daytime telephone number

### Employer's declaration (please ask your employer to fill in the following boxes)

I confirm that the person named below (full name) is an apprentice, as defined over the page.

The apprenticeship starts/started on

The apprenticeship is expected to end on

Signed

Date

Company Stamp:

**Please remember to send us a recent wage slip with this application**

Full names of all persons over 18 residing in the property:

Your signature

Date

**Any changes in circumstances should be notified to the council within 21 days.**

# COUNCIL TAX – APPRENTICE DISREGARD APPLICATION

## When is a discount possible?

Council Tax is normally charged on the assumption that two or more people aged 18 or over live in a property.

If there is only one adult living there, they can apply for a single person's discount of 25%. However, if anyone aged 18 or over is an apprentice and without them there is only one adult living in the property, you may apply for the same 25% discount.

## Who is an apprentice?

The government regulations about Council Tax discounts define an apprentice as someone who:

- is employed to learn a trade, a business, a profession or a vocation;
- is receiving training leading to a qualification accredited by the National Council for Vocational Qualifications;
- receives a salary or allowance (or both) which are in total less than £195 gross a week (before deductions – we do not count bonuses and overtime) **and**
- Can expect to earn substantially more when they are qualified

**Please remember to ask the apprentice's employer to sign the declaration on the form and send us a recent wage slip.**

## What happens if I qualify?

We will send you an adjusted bill showing the appropriate reduction.

This information can be made available in large print, Braille, audio/CD or in another language upon request.

Please telephone: 01424 787000 or

Email: [revenuesandbenefits@rother.gov.uk](mailto:revenuesandbenefits@rother.gov.uk)

## Data Protection Act – How we collect and use the information you give us.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.