

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

Please read the guidance notes on page 2 and if you believe you are eligible for a disregard discount, complete this application form in full using black ink and return it to the address overleaf.

**Failure to provide any of the information requested may result in unnecessary delays.**

**TO BE COMPLETED BY THE LIABLE PERSON**

Account or property reference (if known):		
Full name of applicant:		
Full address of property for which discount is being claimed:		
How many adults have their only or main residence at the above address?		
Are there any individuals aged under 18 years living in the property?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If <b>YES</b> , what are their full names and dates of birth?		
1.	/	/
2.	/	/
3.	/	/
Full name of the apprentice:		

**THE CERTIFICATE OF APPRENTICESHIP ON PAGE 3 MUST BE COMPLETED BY THE APPRENTICE'S EMPLOYER. THE PAGE OVERLEAF NEEDS TO BE SIGNED BY THE APPLICANT.**

Please continue overleaf.../

**TO BE COMPLETED BY THE LIABLE PERSON:**

**DECLARATION:** I declare to the best of my knowledge and belief that 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. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

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

Daytime telephone number:	
Email address:	
Do you wish to receive your bills by email?    YES    [    ]            NO    [    ]	
*Not compulsory but may help if we have any queries.	
Full name:	Signed:
	Date:    /            /

**Guidance Notes**

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

A person is an apprentice for Council Tax discount purposes only if they meet the following criteria;

- Employed for the purposes of learning a trade, business or profession;
- Undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority
- 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: The apprentice disregard rules are laid down by Government regulations and 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.

**TO BE COMPLETED BY THE EMPLOYER: CERTIFICATE OF APPRENTICESHIP**

The council regrets having to trouble employers for this information but hopes they will kindly cooperate in completing this certificate. Please refer to the **criteria overleaf** before proceeding.

I certify that **Mr / Mrs / Miss / Ms** **IS**  **IS NOT**   
employed by us for the purpose of learning a trade, business or profession. Their job title is:

The trade, business or profession concerned is:

Is the employee undertaking a training programme leading to a qualification accredited by the Qualifications and Curriculum Authority? **YES**  **NO**

Is the employee attending a College as part of the training programme? **YES**  **NO**   
If **YES**, please confirm full course title:  
If **YES**, please confirm the full name and address of the College:

The employee's apprenticeship started on / / . It is anticipated that it will cease on / / .

The employee's GROSS weekly earnings (before any deductions) including any allowances, equates to £

The employee's GROSS weekly earnings would likely be £ if the apprentice had already achieved the qualification in question.

Full name and address of the company:

Employer's position held:

Employer's full name: Signed:  
Position held: Date: / /

Department telephone number:  
Email address:  
\*Not compulsory but may help if we have any queries.

## **Guidance Notes**

A person is an apprentice for Council Tax discount purposes only if they meet the following criteria;

- Employed for the purposes of learning a trade, business or profession;
- Undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority
- 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: The apprentice disregard rules are laid down by Government regulations and not by the Council. The Council is not able to change these rules.