



Council Tax

Discount Application: Apprentice



Promoting City, Coast & Countryside

Revenue Services

**Please return the completed form to:
Revenue Services, P O Box 4, Town Hall, Lancaster LA1 1QR**

You should complete this application in respect of any person(s) who you consider should be disregarded for Council Tax purposes because they are an apprentice.

Property address:	Property Reference:
	Account Reference:
Name(s) of person to be disregarded:	Total number of adults resident in the property:
Name and Address of Employer:	

An apprentice will be disregarded if he/she is:

- i. Employed to learn a trade, profession, business, office, employment or vocation.
- ii. Undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.
- iii. Receiving a salary or allowance of less than £195 per week, and
- iv. That salary or allowance is substantially less than he/she would expect to receive when qualified

In order to verify the above details, the person to be disregarded should ask his/her employer to complete the attached certificate before returning this application.

Declaration.

I The information I have provided is true to the best of my knowledge and belief. I understand that if I am awarded a discount/relief I must notify the council within 21 days if I am no longer entitled to that discount/relief or a smaller amount should apply and that failure to do so could lead to a fine of £70 being imposed. I also understand that if I give false information I may also be liable to prosecution.

Name:	Signature:	
Date:	Contact telephone number: (in the event of a query)	e-mail:

Personal information will be kept safe and secure and will only be kept for as long as is necessary. Further information can be found in the Privacy Notice on the Council's website <https://www.lancaster.gov.uk/council-tax/council-tax-privacy-notice>



An application for Council Tax discount is being made on the grounds that the person named in the attached form should be disregarded because he/she is an apprentice. I would be obliged if you would provide the details requested below to confirm that the apprentice meets the legislative requirements.

Name of Employer:		
Name of Apprentice:	Trade/Profession/Vocation Undertaken:	
Period of Apprenticeship:	From:	To:
Gross Salary/Allowance:	£	per week/month

Declaration		
I confirm that I employ the above person at the salary shown, which is substantially less than he/she would expect to receive when qualified. Furthermore I confirm that he/she is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.		
Signed:		Position Held:
Date:	Contact telephone number: (in the event of a query)	e-mail: