

Please ask for Council Tax Office

Reference No.

Date of Issue:

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COUNCIL TAX STATUS DISCOUNT APPLICATION

APPRENTICE / YOUTH TRAINEE

Before you fill in this application form, please read the EXPLANATORY NOTES enclosed then fill in the form and return it in the postage paid envelope provided. PLEASE COMPLETE IN BLACK INK IN BLOCK CAPITALS

PART I

APPLICANT'S NAME

Title	Forenames	Surname	Date of birth**

ARE YOU (Please tick)

AN APPRENTICE? []
A YOUTH TRAINING TRAINEE? []

NAME AND ADDRESS OF EMPLOYER

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DETAILS OF COURSE AND TRAINING BEING UNDERTAKEN

COURSE/TRAINING	START DATE	END DATE	GROSS WEEKLY PAY*

** Not required if 25 years of age or over

- Not required if youth training trainee

DECLARATION

I have read the explanatory notes enclosed and declare the information given on this form is correct to the best of my knowledge and belief. I undertake to inform the Council Tax office immediately when the applicant is no longer an apprentice of a youth training trainee as described in Council Tax Regulations.

Signed:

Date:

Name:

Tel. No.

PART II

CONFIRMATION OF APPRENTICESHIP / TRAINING BY EMPLOYER

Please ask your employer to complete this certificate

NAME AND ADDRESS OF EMPLOYER

NAME OF EMPLOYEE

DATE OF BIRTH

<input type="text"/>	<input type="text"/>
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TRAINING START DATE

TRAINING END DATE

<input type="text"/>	<input type="text"/>
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GROSS WEEKLY PAY NOW *

GROSS WEEKLY PAY WHEN QUALIFIED *

<input type="text"/>	<input type="text"/>
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- Apprentices only

I the undersigned confirm that the person named above is an apprentice / youth training trainee (delete where not appropriate) as described in the Council Tax Regulations.

SIGNED:

POSITION:

EMPLOYER'S STAMP:

CORBY BOROUGH COUNCIL

COUNCIL TAX STATUS DISCOUNT APPLICATION

APPRENTICE

EXPLANATORY NOTES

In order to qualify as an apprentice a person must:

- a. be employed for the purpose of learning a trade, business, profession, office, employment or vocation; and
- b. for that purpose be undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Educational Council; and
- c. be employed at a salary or in receipt of an allowance which is –
 - (i) substantially less than the salary he would be likely to receive if he had achieved the qualification in question; and
 - (ii) is no more than £195 per week.

IMPORTANT

You must notify the Council Tax office as soon as the applicant ceases to be an apprentice. Failure to do so may result in you having to pay a financial penalty.

ANY PERSON WHO GIVES FALSE INFORMATION IN ORDER TO REDUCE THEIR COUNCIL TAX BILL IS COMMITTING A CRIMINAL OFFENCE AND MAY BE PROSECUTED.

You must read the declaration carefully, then sign and date it. In addition it would be helpful if you would provide your telephone number in case a query arises with the application.

ANY QUERIES

Contact the council Tax office at Corby Borough Council, Deene House, New Post Office Square, Corby NN17 1GD or telephone Corby (01536) 464000 and ask for extensions 3184, 4128, 4129, 4131 or 4132.