



## COUNCIL TAX DISCOUNT APPLICATION FORM FOR APPRENTICES

In accordance with the Local Government Finance Act 1992 and the Council Tax (Discount Disregards) Order 1992 (as amended), if a member of your household is an apprentice, you may be entitled to a discount.

You should complete Part 1 of this form. Part 2 should be completed by the apprentice's employer.

On completion of this form, please forward it along with any supporting documents to: Revenues Service, North Tyneside Council, Quadrant East, The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.

### PART 1 – Council Tax payer's details.

Full name	
Address	
Council Tax account number	
Telephone number:	Email:

### PART 2 – Apprentice's details.

Full name	
Name and Address of Employer	
Trade / Profession / Vocation	
Start date of Apprenticeship	
End date of Apprenticeship	
Gross Weekly Salary	

### Declaration

**I declare that the information given on this form is correct to the best of my knowledge and belief. I understand that giving false information is an offence for which a penalty may be imposed. I also understand that I must inform the Council Tax department as soon as there is any change in the information.**

Signature:

Date:

PART 3 - to be completed by the apprentice's employer.

Employer's Certificate

This certificate will help the Council decide whether the person named overleaf is an apprentice.

For the purpose of this statutory discount, a person is considered to be an apprentice if they:

- are employed for the purpose of learning a trade, business, profession, employment or vocation, and
- are undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Development Authority, and
- are employed at a salary or allowance which is not more than £195 per week, and
- the salary or allowance is substantially less than that they would expect to receive when qualified.

Declaration

**I confirm that I employ the person named overleaf at the salary stated which is substantially less than they would expect to receive when qualified. I also confirm that they are undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Development Authority.**

**I understand that giving false information is an offence for which a penalty may be imposed.**

Signature:

Position:

Date:

Company Stamp:

If you have any questions about this form, please call us on 0345 2000 101 for advice.

**If you do not stamp this form, the Council Tax discount may not be granted.**