

Account Reference:

Date:

**Application form for a Council Tax discount - Apprentice**

Please ensure you have read the guidance notes supplied before completing and returning this form.

Apprentice's Name:

Number of residents over 18

Apprentice's employer  
and their employer's  
address:

Apprentice's place  
of study:

Name of Course

Apprenticeship  
start date:

Apprenticeship  
end date:

Have you provided a letter from the employer?

Yes / No

Have you provided 3 wage slips?

Yes / No

I declare that the information given above is correct to the best of my knowledge. I will advise the Council within 21 days of any change of circumstances affecting my entitlement, or if responsibility for the property passes from me.

Signature:

Date:

Telephone:

Email:

**Privacy Notice**

How we will use your information

Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulation, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. It will be used by Hinckley & Bosworth Borough Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. For more about how we use personal data, visit [www.hinckley-bosworth.gov.uk/privacy](http://www.hinckley-bosworth.gov.uk/privacy) (opens in a new window or tab).

## **Apprentices - Council Tax Guidance Notes**

### **What criteria is needed to qualify for this discount?**

The Apprentice must be:

1. Employed for the purpose of learning a trade, business, profession, office, employment or vocation.
2. For that purpose undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.
3. Employed at a salary or in receipt of an allowance, or both, which are in total:
  - (a) Substantially less than the salary he/she would be likely to receive on gaining the qualification in question; and
  - (b) In any event no more than £195.00 gross per week.

### **What reduction will I receive?**

If there are two or more adults and one apprentice there is no discount.

If there is one adult and one apprentice there is a 25% discount.

If there is one apprentice there is a 50% discount.

### **Who should complete the application form?**

The person named on the bill.

### **What additional information do I need to supply with my application form?**

A letter from the apprentice's employer & 3 wage slips.

### **What should I do about paying my Council Tax in the meantime?**

The bills previously issued must be regarded as correct and due for payment as requested.

### **What should I do if the apprenticeship comes to an end?**

Notify the Council within 21 days of the change occurring.

### **What should I do if the apprentice's wages/allowance increases?**

If the apprentice's gross income per week becomes greater than £195.00 please advise the Council within 21 days as the discount will no longer be valid.

### **When will my discount start?**

It will start from the date the apprenticeship began as long as this is supported by the employer's letter.

**If you have any other queries regarding this discount please contact the Council Tax billing section on 01455 238141.**