

Council Tax – Apprentice Claim Form

Council Tax is calculated on the basis that there two or more people above the age of 18 residing in a property. When counting the number of occupants some people are ignored (disregarded) for Council Tax purposes. One such disregard relates to apprentices.

If a sole occupant or all occupants are confirmed as apprentices a 50% discount may apply. Where the property contains 2 or more adults (over 18) a 25% discount may apply if all but one of the occupants qualify as apprentices.

In order to be classed as an apprentice for Council tax purposes the following criteria will need to be met:

Council Tax Discount - Apprentice Criteria

- (1) A person is an apprentice on a particular day if, on that day, he is:-
- (a) employed for the purpose of learning a trade, business, profession, office, employment or vocation;
 - (b) for that purpose undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Education Council; and
 - (c) employed at a salary or in receipt of an allowance or both, which are, in total-
 - (i) substantially less than the salary he would be likely to receive if he had achieved the qualification in question and
 - (ii) no more than £195 per week before tax and similar deductions.
- (2) A person is undertaking a programme for the purposes of sub-paragraph (1) on a particular day, if the day falls within the relevant period for that programme.

If any members of your household qualify for this reduction, complete and return this form and the attached Employer Verification Form to: **Freepost RBSANDWELL**

APPRENTICE DETAILS:

Address

Number of adults (18 or over) living at the property?

Full Name of person considered to be an apprentice

Apprentice's Date of Birth

/ /



EMPLOYERS DETAILS:

Employers Name	
Employers Address	
Date apprenticeship started	/ /
Gross Weekly Wage	£

DECLARATION - which must be completed by, or on behalf of, the liable resident
I declare that the information given above is true and accurate to the best of my knowledge and belief. I undertake to notify the Revenues and Benefits Service of any change in circumstances, which could affect my entitlement to a Council Tax reduction. I understand that a minimum £70 penalty can be imposed if any information supplied is found to be inaccurate.

Full Name _____

Signature _____ Date _____

Now you must ensure the Employer Verification Form is completed:

- Print off the Employer Verification Form and complete the required name and address field on the first page.
- Pass the form to the employer for them to complete the remainder of the form. The employer must verify the details by providing a company stamp and authorised signature.
- Obtain the completed Employer Verification Form from the employer and return it to the Council along with the Apprentice Claim Form.

Please note - In order for us to consider your claim it is your responsibility to ensure that we receive the following:

- A completed and signed Apprentice Claim Form
- A completed and signed Employer Verification Form.

We are unable to assess your claim for discount until we have received both completed forms.

Please Note: Where there is a legitimate reason to do so information which is collected for the administration of Council Tax may be shared with other departments within Sandwell Council.