

Council Tax Apprentice Disregard

The full council tax bill assumes that there are two adults living in a property. A person will not be counted for council tax purposes if he / she fulfils all the criteria listed from **A** to **C** below. If, after disregarding an apprentice, there are still at least two other qualifying adults resident in the property, no discount will apply.

- A)** Employed to learn a trade, business, profession, office, employment or vocation,
- B)** Undertaking training leading to a qualification accredited by the Qualifications and Curriculum Authority, the National Assembly of Wales or the Scottish Vocational Education Council, and
- C)** Paid a maximum of £195.00 a week but is expecting to earn substantially more when qualified.

How do I apply?

If you fulfil all the above please complete the following form and return it to the council tax office at the address shown.

PART 1

To Be Completed By The Council Tax Payer

Title: Mr/Mrs/Miss/Ms (Please delete as appropriate)

Name:
(Please print name in full)

Address of Property:
.....
.....
.....
.....

Council Tax Reference (if known)
.....

Total Number of Adults in the Property:
.....

In the event of any queries the Council may have, it would be helpful if you could state your telephone number. (Please note this is not obligatory).
.....

PART 1 (Continued)

Name(s) of Apprentice(s):
.....
.....

Name of Apprentice's Employer:
.....
.....

Address:.....
.....
.....
.....

Employers Telephone Number:
.....

Please note that if someone joins or leaves your household you should notify this office immediately as this may affect your entitlement to a discount.

Declaration of the Liable Person:

I declare that the information given on this form is accurate to the best of my knowledge

Signed:.....

Dated:.....

**PART 2
Employers**

Before completing this section please read **A to C** to confirm the apprentice status for council tax purposes.

Name of Apprentice:
.....

Date apprenticeship commenced:
.....

Date apprenticeship ceases:
.....

The person named above is an apprentice in my employment and satisfies the criteria listed in points **A to C** listed earlier in this application.

Signature of Employer:
.....

Full Name:.....
(Please print name in full)

Position in Company:.....

Date:.....

Please endorse here using a company stamp:

What should you do if you cannot pay your council tax bill?

You should contact the Council's Revenue Section to discuss the situation as arrangements, including payment by direct debit, may be made to settle your account.

If you have any questions regarding your application please telephone the Council and ask for the Revenues Section on **(01306) 879293**, or write to the Revenues Section at:-

**Mole Valley District Council
Pippbrook
Dorking
Surrey
RH4 1SJ**

or email: council.tax@molevalley.gov.uk

or call into the Council Offices at **Pippbrook, Dorking, Surrey**, between the hours of 8.30 a.m. and 5.00 p.m.

This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds, solely for this purpose

**Application for Council Tax
Discount Disregard for
Apprentices**

