

Council Tax Discount Application Form

Contact: 01395 517447

Reference:



East Devon District Council
Council Offices
Knowle
Sidmouth
Devon
EX10 8HL
Tel: 01395 516551
DX 48705 SIDMOUTH
www.eastdevon.gov.uk

Issued:

Return form as soon as possible.

Fax: 01395 517414

Apprentice Discount Application

To be completed by the apprentice

Full Name:

Address:

Date of birth:

Number of adults resident in the property: DATE DISCOUNT IS CLAIMED FROM:

To be completed by the employer (please see notes overleaf)

Name and address of employer:

Weekly pay:

Trade/profession/vocation being undertaken:

Period of apprenticeship:

Commencement date:

Gross weekly/salary allowance:

Declaration: I confirm that I employ the above named person, at the salary shown, which is substantially less than he/she would expect to receive when qualified. I also confirm that he/she is undertaking a programme of training leading to a National Vocational Qualification up to level 2.

Signed: Date:.....

Position held: Phone No:

I declare that the information on this form is correct and understand that providing false information is an offence. I undertake to notify you within 21 days of any change of circumstances.

Signature of liable person for council tax:.....

Dated: Contact phone no:

Guidance notes for employer

For the purposes of council tax an apprentice is defined as:

- A person, regardless of age, who is employed to learn a trade or profession
- Who is undertaking a programme of training leading to a qualification accredited by the Qualifications & Curriculum Authority.
- Who is employed at a salary or in receipt of an allowance or both, which are, in total no more than £195 per week.

If **all** the above requirements are met please provide the details requested and sign the declaration. Please telephone the contact number overleaf if you have any queries or need more help.

Data Protection: The information you provide may be recorded on a computer and held in accordance with the Data Protection Act 1998. When collecting personal data for council taxation purposes, that information may also be processed for electoral registration. If you want to know what information is held about you or the way we use your information, please contact the Data Protection Officer at East Devon District Council.