

Revenue & Support Services Council Tax Team

Swan Lane Long Stratton Norwich NR15 2XE

Tel 01508 533633 Fax 01508 533616

revenues@s-norfolk.gov.uk



Name & Correspondence Address

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Council Tax Discount Application

Apprentices

Address of Property

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For your application to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Section.

Qualifying Criteria

- a) *Employed to learn a trade, business, profession, office, employment, vocation; and*
- b) *Undertaking a programme of training leading to a qualification officially recognised by the National Council for Vocation Qualifications (NVQ) or the Scottish Vocational Education Council (SCOTVEQ); and*
- c) *Employed at a salary or in receipt of an allowance which is much less than it would be for a person with the qualification and no more than £195 per week (gross earnings)*

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount.

If the apprentice meets all the conditions above please enclose with this form a letter from the employer confirming the following:

- * *Name of apprentice*
- * *Course name*
- * *Employer's name and address*
- * *Current salary*
- * *Date training starts*
- * *Date training ends*

2. Please enclose four of the apprentice's recent wage slips. These will be returned to you within 14 days of receipt.

I declare that the information I have given is correct to the best of my knowledge.

<i>Name:</i>	<i>Signature:</i>	<i>Date:</i>
Please provide contact Telephone numbers and E-mail address		
Daytime	Evening	Mobile
E-mail address		

PLEASE NOTE: The information supplied on this form will be used for the purpose(s) for which you have supplied it, and, where appropriate, will also be used by the Council in carrying out its various functions effectively. It will not be shared with other organisations unless we are required to do so by law. However the Council will always use or share information for the prevention or detection of crime, or the apprehension or prosecution of offenders

YOU MUST TELL THE COUNCIL TAX SECTION OF ALL CHANGES WHICH MAY AFFECT YOUR RIGHT TO A DISCOUNT.