



# South Somerset District Council

www.southsomerset.gov.uk

Name:  
Address:

Date:  
Our ref:

## Application for Apprentice Disregard Council Tax Reference Number

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### Part 1 - To be completed by the person responsible for paying the Council Tax

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Full name of Council Tax payer

Address

Number of adults living in the property aged 18 or over

Contact telephone number

Email address

Full name of apprentice

#### In order to qualify as an apprentice a person must:-

- a) Be employed for the purpose of a learning trade, business, profession, office employment or vocation
- b) For that purpose be undertaking a programme of training leading to a qualification accredited by the National Council for the Vocational Qualification
- c) Be employed at a salary or in respect of an allowance which are in total
  - a. No more than £195 per week; and
  - b. Substantially less than the salary they would be likely to receive if they had achieved the qualification in question

#### Declaration

I declare that the information given by me is correct to the best of my knowledge and belief. I understand that failure to supply or give false information is an offence for which a penalty may be imposed. I also understand I must inform the Revenues team as soon as there is any change in the information.

Signed

Date

Print Full Name

**If you need this information in large print, Braille, audio or another language, please contact us at the address below  
PO Box 5421 Yeovil BA20 9GU**

## Part 2 – to be completed by the apprentice’s employer

An application for Council Tax discount is being made on the grounds that the above named person should be disregarded because they are an apprentice. (Please refer to the definition overleaf)  
I would be obliged if you would provide the details requested below and sign to confirm that the apprenticeship meets the requirements of the legislation.

Name of Employer:	<input type="text"/>
Address of Employer:	<input type="text"/>
Contact telephone number:	<input type="text"/>
Name of apprentice:	<input type="text"/>
Period of apprenticeship:	<input type="text"/>
	From:
	To:
Trade/Profession/Vocation being undertaken:	<input type="text"/>

As part of their apprenticeship are they undertaking a programme of training leading to a qualification accredited by the national Council for Vocational Qualifications:

Yes   
No

Gross salary whilst on apprenticeship

£

Is the above amount substantially less than the wage or salary they would be likely to receive once qualified?

Yes   
No

### Declaration

I confirm that the information given above is correct to the best of my knowledge and belief

Signed

Date

Print Name

Position

You can upload an image of your reply securely at [www.southsomerset.gov.uk/ctaxupload](http://www.southsomerset.gov.uk/ctaxupload) , it can save money and be more convenient.