

Council Tax Apprentices & Youth Trainees Discount claim form



Revenues and Benefits Service

West Somerset House
Killick Way
Williton
Taunton
TA4 4QA

Telephone 01643 703704

Version 2/2016/

Please read these notes before you fill in the form

Your Council Tax bill assumes there are at least two adults living in your home. If only one adult lives in a property, we can reduce the Council Tax by 25%.

Some people are not counted as living in a property for Council Tax purposes, so even if there is more than one adult living in your home, you could still get a discount.

We do not count people who are **an apprentice** or **youth training trainees** as living in your home for Council Tax purposes.

By 'apprentice' we mean a person who is:

- Employed to learn a trade or profession;
- Undertaking a programme of training leading to a relevant qualification accredited by the Qualifications and Curriculum Authority (QCA); and
- Getting a salary or allowance substantially less than the salary they would get if they already had the qualification they are trying to gain and not more than £195 a week (before tax).

By 'youth training trainee', we mean a person who is under the age of 25 and is receiving approved training funded by the Learning and Skills Council.

Please fill in this form if you, or someone living with you, is an apprentice or a youth trainee.

How to fill in this form

Please fill in the form using **black ink**. If you find it difficult to fill in the form, please telephone us on 01643 703704.

We cannot process your claim without the following evidence:

- Apprentices must provide proof of their apprenticeship and copies of pay slips.
- Youth trainees must provide a copy of their individual training plan.

When you have filled in the form **make sure you read and sign the declaration in Part B**.

Please return it to: Revenues and Benefits Service, West Somerset House, Killick Way, Williton, Taunton TA4 4QA.

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.

Part A. Your household

Address this claim is for

Tell us how many people over the age of 18 live in your home

Include anyone who may be temporarily absent (e.g. is working away, on holiday or in hospital)

Please tell us about any apprentice or youth trainee living in your home

	Apprentice	Youth trainee
Full name	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Details of the apprenticeship / training	<input type="text"/>	<input type="text"/>
Who is it with and what qualification they are working towards	<input type="text"/>	<input type="text"/>
Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Expected end date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their gross pay	<input type="text"/> £ <input type="text"/> a week	<input type="text"/>
Likely earnings when their apprenticeship ends	<input type="text"/> £ <input type="text"/> a week	<input type="text"/>

Part B. Declaration

Even if someone has filled in this form for you, you must sign this declaration if you can. Read this declaration carefully before you sign and date it.

- **I declare** the information I have given on this form is correct and complete.
- **I agree** to tell the Council within 21 days of any change in my circumstances that may affect my claim for this discount or my right to this discount.
- **I understand** you could add a penalty of £70 to my Council Tax bill if I fail to tell you of a change affecting my right to this discount within 21 days, or if I give wrong or incomplete information.

Your signature

Date

 / /

Your full name

If you are not the Council Tax payer for this property, please tell us your full name, address and why you have completed this form

Daytime telephone number or E-mail address

West Somerset Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.