



For office use Only

PRN:

DATE SENT:

### **APPLICATION FOR COUNCIL TAX DISCOUNT - APPRENTICES**

Thank you for your enquiry regarding a reduction in your Council Tax. Please fill in this form and return it immediately to: **Birmingham City Council, Resources, (Revenues and Benefits), P.O Box 5, Birmingham B4 7AB.**

An apprentice is someone who is employed to learn a trade or profession and earning less than £195.00 per week gross. They must be working towards a recognised qualification.

Council Tax Payer:

Full Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Full name of Apprentice (if not the Council Tax Payer)  
\_\_\_\_\_

#### **Section A**

Including yourself, how many people live in your home who are aged 18 or over

**Section B**

**The apprentice's employer must complete this part of the form.**

Your employee has applied for a Council Tax discount due to his/her apprenticeship with your company. Please supply the following information: -

Full name of employee \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

What is the name and address of your Company?

\_\_\_\_\_  
\_\_\_\_\_

**Apprenticeship Details**

- i. What date did the apprenticeship start?
- ii. What date is it due to finish?
- iii. Is the apprentice
  - a) Employed for the purpose of learning a trade, business or profession? Yes / No
  - b) Undertaking a programme of training leading to a qualification recognised by the National Council for Vocational Qualifications? Yes / No
  - c) Employed at a salary or allowance which is substantially less than the salary he/she would be likely to receive if qualified? Yes / No
  - d) Earnings less than £195.00 per week gross? Yes / No

Declaration

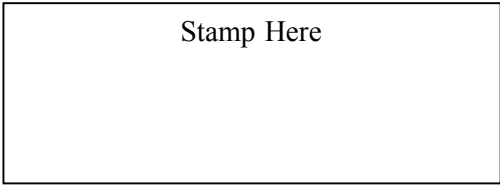
The information supplied on this form is correct and may be checked by the Council Tax Office.

Signature of employer (or representative) \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_

Official Company Stamp



**NOTE:**  
If this form is **not** stamped by the employer, the Council Tax discount may not be granted.

**Section D**

**Birmingham City Council has a duty to maintain accurate records for billing and collection of Council Tax. In order to meet this requirement the City periodically reviews all records including those where allowances discounts and relief's are granted. These records may be checked by using information already held by the City and its partner organisations such as credit referencing agencies to identify cases where such allowances, discounts and reliefs no longer apply.**

**Declaration**

I declare the information that I have given is correct and complete to the best of my knowledge. I understand the council may make enquiries to verify the information I have given.

I will notify you immediately if my circumstances change which will affect the amount of Council Tax I am charged.

Please sign the form and give your daytime telephone number, as it may help us to deal with your application quickly.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_