



# Bedford Borough Council

LOCAL TAXATION OFFICE  
 BOROUGH HALL, CAULDWELL STREET,  
 BEDFORD MK42 9AP  
 Telephone Bedford (01234) 718097  
 Email: localtax@bedford.gov.uk Web: www.bedford.gov.uk

For Office Use					LDISCOUNT		
PROPREF							
PIN							

## COUNCIL TAX DISCOUNT APPLICATION APPRENTICE

Please read the notes overleaf before completing this form.

To apply for a discount in respect of any apprentice, please complete this form using CAPITAL LETTERS and then return it to the Council. PLEASE NOTE, you will not qualify for a discount if there are two or more adults (aged 18 and over) resident in the property who do not fall into any of the discount categories listed overleaf. There is, therefore, no requirement for you to complete this form.

<b>A</b>	<b>Full name and address of APPLICANT</b> (Only people who are liable to pay Council Tax can apply for a discount).	
	Name:	
	Address:	

<b>B</b>	(i) How many adults reside in the dwelling?		See note 1
	(ii) The date from which the number of adults at B (i) became applicable	/	/

<b>C</b>	How many adults in the dwelling fall to be disregarded? (include anyone already disregarded who is still resident)		See note 2
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<b>D</b>	<b>Full name of APPRENTICE</b>	
	Name:	

<b>E</b>	Date from which the person in section D fulfilled the conditions for a discount	/	/	See note 3
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<b>F</b>	<b>Name and address of APPRENTICE'S EMPLOYER</b>		See note 4
	Name:		
	Address:		

<b>G</b>	Title of course undertaken by Apprentice		See note 5c
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<b>H</b>	Current weekly salary and/or allowance received by Apprentice	£	See note 5
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<b>I</b>	Current gross annual salary of persons recently qualified from a similar apprenticeship	£
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<b>J</b>	Date apprenticeship commenced	/	/
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<b>K</b>	Date apprenticeship will be completed	/	/
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Continued...

L	Name of any persons aged 17 years, resident in the property	Date of birth
		/ /
		/ /

K	Declaration
<p>As far as I know all the information I have given is accurate and true.  I authorise the Local Taxation Office to make any enquiries necessary to verify the information given. I undertake to notify the Local Taxation Office when the Apprenticeship is completed or attendance on the scheme ceases before the date indicated on this form.  I also undertake to notify the Local Taxation Office of any change in the number of adults resident at the property in respect of which the discount is claimed. I understand that failure to notify the Council of any change that may affect the entitlement to the discount within 21 days may result in a penalty being incurred by me</p> <p>Your Signature ..... Date .....</p> <p>Daytime Telephone No .....Email.....  (You do not have to give a telephone number or email but if would helpful if you did in case we need to contact you).</p>	

**DATA PROTECTION**

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

**Notes**

**Note 1** Include everyone who is aged 18 at the date of this application. You should count all adults who occupy the dwelling.

**Note 2** The following people are entitled to be disregarded for discount purposes:

- 1 Prisoners
- 2 Severely mentally impaired
- 3 People over 18 in respect of whom Child Benefit is payable
- 4 People 18 and 19 years old on further education courses which are not job related
- 5 Hospital patients
- 6 Patients in care homes
- 7 Care workers
- 8 Residents of certain hostels
- 9 Members of international headquarters and defence organisations
- 10 Members of religious communities
- 11 Students, including student nurses
- 12 Apprentices
- 13 Members of a visiting armed force
- 14 Youth Training Trainees

**Note 3** The date is when the person occupied the dwelling, or they became an apprentice (as shown in note 4), whichever is the later

**Note 4** A person is an apprentice if he or she is:

- a) employed for the purpose of learning a trade, business, profession, office employment of vocation; and
- b) for that purpose is undertaking a programme of training leading to a qualification accredited by the Qualification & Curriculum Authority; and
- c) Employed at a salary or in receipt of an allowance or both which are in total (i) substantially less than the salary he or she would be likely to receive if he or she had achieved the qualification in question and (ii) No more than £195 per week

**Note 5** It will be necessary in support of your application to provide:

- a) a copy of the contract of employment
- b) confirmation of current gross earnings and/or allowance(s), and
- c) written confirmation from your college or study centre that your training course leads to a qualification accredited by the Qualifications & Curriculum Authority