

Durham County Council
PO Box 238
Stanley
County Durham
DH8 1FP

Tel: 03000 264 000
On Line: www.durham.gov.uk/counciltax
Email: help@durham.gov.uk



Account Ref:
CTDISCEXMT

Council Tax Application Form for Apprentices

You should complete section 1 and 2 of this form and section 3 should be completed by the applicant's employer. Please ensure you have read the notes overleaf before completing this form, if you have any queries please contact us.

Section 1: Council Tax payer details to be completed by the applicant

Full Name: _____

Address: _____

Number of adults living in the property aged 18 or over

Section 2: To be completed by the applicant

Full name of apprentice: _____ Date of Birth: _____

Name and Address of Employer: _____

Trade / Profession / Vocation: _____

Gross Weekly Salary: _____

Period of Apprenticeship from: _____ to _____

Name of College and qualification being studied for: _____

Resources

Durham County Council, PO Box 238, Stanley, Co Durham, DH8 1FP
Main Telephone 03000 26 0000
Paul Darby
Head of Finance & Transactional Services
www.durham.gov.uk

Declaration

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

Signature: _____

Date: _____

Telephone: _____

Email: _____

Section 3: to be completed by the applicant's employer

This certificate is for use in deciding whether the person named overleaf is an apprentice. Please sign to confirm that the apprenticeship meets requirements of the legislation.

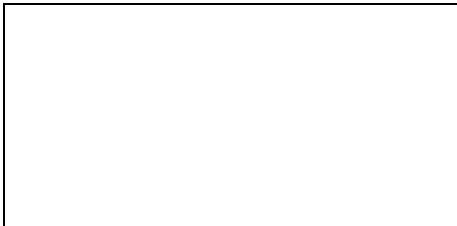
Declaration

I confirm that I employ the person named overleaf at the salary stated which is substantially less than he/she would expect to receive when qualified. I also confirm that he/she is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.

Signature: _____

Date: _____

Position: _____



Company stamp or confirmation on Letterhead required by employer.

You must notify the Council immediately if there is a change in your circumstances, which may affect this information. Contact details are provided above.

Notes

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 is no more than £195 per week; and
- d) the salary or allowance is substantially less than he/she would expect to receive when qualified

Data Protection

For information: In line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their duties.