

Letters to: Local Taxation Service, PO Box 10505, Wood Green, N22 7WJ

Tel: 020 8489 1000

www.haringey.gov.uk

email: council.tax@haringey.gov.uk



APPLICATION FOR REDUCTION - APPRENTICES

Please read the information on page 2 before completing and returning this form to the address above.

Council Tax Reference Number			
Address of Property			
Daytime telephone number			
Mobile telephone number			
Email address			
Number of people over the age of 18 living in the property			
Persons to be disregarded:			
Full Name			
Name and address of employer			
Trade / Profession / Vocation			
Start date of apprenticeship			
End date of apprenticeship			
Gross weekly salary and allowance combined			

You must notify the Council immediately if any of the above details change

Declaration

I declare the details given in this application are to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources.

Signed Date

This authority is under a duty to protect the public funds which it administers, and to this end may use information held about you 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.

APPRENTICES

The full Council Tax bill assumes that there are 2 adults residing in a dwelling. However for Council Tax purposes certain people will not be counted when looking at the number of adults. The effect of disregarding certain adults may be to reduce the Council Tax bill by 25% or 100%.

EXAMPLE 4 adults residing in a property

one person in disregarded category	100% charge as there are still more than 2 adults to be counted.
two persons in disregarded category	100% charge as there are still 2 adults to be counted.
three persons in disregarded category	75% charge as only one adult is to be counted.
four persons in disregarded category	50% charge as there are no adults to be counted.

Below are answers to some questions about who should be disregarded under this category, for the purpose of assessing Council Tax discount.

Q. In what circumstances is an apprentice disregarded?

A. If he/she is: -

- (i) employed to learn a trade or profession,
- (ii) undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority or the Scottish Vocational Educational Council,
- (iii) receiving a salary or allowance of less than £195 per week, and
- (iv) that the salary or allowance is substantially less than he/she would expect to receive when qualified.

Q. Why does the employer have to complete a certificate?

A. In order that the apprentice is training for a relevant vocation and to verify his/her salary or allowance.

Q. How do I apply?

A. Complete the form overleaf and return it, together with a certificate for each person completed by their employer, to the address shown. Once it has been assessed you will be notified of the Council's decision.

Q. For how long will the discount be allowed?

A. For as long as there are less than two adults in the property who are not disregarded. If there is a change in circumstances then you must notify the address overleaf. Failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

Other Council Tax queries?

Contact the office at the address or telephone number: 020 8489 1000.

Council Tax Benefit

This is now dealt with by a separate office, the Benefit Service, tel: 020 8489 1000.