

Date:
Our Reference: WEB
Your Reference:

Dear Sir/Madam

Disregarded person for the purpose of Council Tax: Youth Training Trainee

To claim a Council Tax discount for a person who is a Youth Training Trainee, please complete this application form and return it to the above address.

Guidance Notes

The basic Council Tax bill assumes there are two adult occupiers in a property. If a dwelling is occupied by only one person there will be a 25% reduction in the bill, if there are no occupants then the bill will be reduced by 50%.

When the number of adults in a property is counted to see whether there may be a reduction in the Council Tax bill, certain categories of people are disregarded.

One of these categories is Youth Training Trainees, and in order to qualify a person must be:

a) Aged under 25 years; and

b) Undertaking a training programme, which conforms with section 2 of the Employment & Training Act 1973, and funded from the Skills Funding Agency or the Young People's Learning Agency

Section 1 – Youth Training

Name of Trainee: _____

Date of Birth: _____

Name of Employer: _____

Address of Employer: _____

Date Youth Training began: _____ Date due to end: _____

We will contact the company providing the training for written confirmation.

Section 2 – Declaration – to be completed by the Council Tax Payer

I declare that the information which I have supplied is complete and true, to the best of my knowledge.

Failure to provide correct information could result in a Penalty of £70.

I will inform the Council immediately of any change to the information given that may affect my entitlement to a discount.

Signature:	Date:
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Information on this form may be recorded on computer and is subject to the provisions of the Data Protection Act 1998.

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

Contact telephone number:

Email address:

If you would like to view your Council Tax account and bills on line please tick the box to the right. Please complete your email address above