**Council Tax Disregard—Apprentice**

The Council Tax charge is based upon the number of people living in a dwelling. If you are "disregarded" it means that we do not count you when we work out the number of people living in there.

When counting the number of people living in a dwelling, if there is just one person living there, a 25% discount may be granted. If all the residents at a dwelling are "disregarded" a 50% discount may be granted.

If there are two or more residents in a household who are not entitled to status discount, the discount will not apply and the full council tax charge will be payable.

The following criteria must apply in order for a person to qualify for status discount as an apprentice.

He/She is:-

employed for the purpose of learning a trade, business, profession, office, employment or vocation:

for that purpose undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority and,

employed at a salary or in receipt of an allowance or both, which are, in total-

substantially less than the salary he/she would be likely to receive if he/she had achieved the qualification in question;

and

no more than £195.00 per week.

The application form should be completed by the applicant and the apprentice’s employer, and returned with copies of two monthly, five weekly, or three fortnightly wage slips as evidence of salary.

The completed form should be returned to Revenues & Benefits, Northampton Borough Council, The Guildhall, St Giles Square, Northampton, NN1 1DE, or scanned and e-mailed to revenueservices@northampton.gov.uk

If you need any further information regarding whether you may qualify for the discount, or assistance in completing the form please do not hesitate to contact us on revenueservices@northampton.gov.uk or ring our Customer Services Team on 0300 330 7000.
Council Tax Disregard—Apprentice

Section 1—to be completed by the applicant

<table>
<thead>
<tr>
<th>Address of property</th>
<th>Names of all persons over 18 years resident in household</th>
<th>Name of apprentice</th>
<th>Title of qualification to be obtained</th>
<th>Name &amp; address of employer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2—to be completed by the employer

<table>
<thead>
<tr>
<th>Name of apprentice</th>
<th>Name/address of employer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date apprenticeship commenced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date apprenticeship due to cease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekly/monthly wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/job title of employer completing form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of employer completing form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Declaration (to be signed by applicant)

The information given on this form is correct. I understand that I am obliged to inform Northampton Borough Council with twenty-one days of any change in circumstance which may affect my entitlement to this discount, and that failure to do so may result in the imposition of a penalty.

Name…………………………………………………………..

Signature…………………………………………………………..

Date……………………………………………………………

Please remember to include evidence of your salary with this form