

**Council Tax Discount/Exemption Apprentices & Youth Trainee Application**

Name:	
Address:	
Account reference number (if known):	

Please read the evidence required before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

- making an application for a discount or exemption is not grounds for non payment of council Tax. Payment must continue to be made in accordance with the bill already issued until you have received confirmation that the request has been granted
- no discounts or exemptions will be granted retrospectively, except in exceptional circumstances
- if documentary evidence is not provided with your completed form, your request will not be processed until this is received.

To help the council work out the correct council tax bill for this property, I would be grateful if you would answer these questions:-

1) How many people over 18 live here?

2) What is the name of the youth trainee or apprentice?

3) What are the dates of the course/scheme? Start Date End Date

Start date:	
End date:	

**Apprentices Only**

A) Is the apprentice employed to learn a trade, business, profession or vocation? YES/NO

B) Will this lead to a qualification recognised by the National Council for Vocational Qualifications? YES/NO

C) What is the name of the training programme you are undertaking?

D) What is their weekly wage or monthly salary?

## Youth Trainees Only

a. What is their date of birth?

b. What is the name of the training scheme?

**Please sign and return this form to the Council Tax Office.**

If you have any problems answering these questions, please contact the Council Tax office straight away on 020 8901 2610, we will do our best to help.

Thank you.

### DECLARATION

By signing this form I declare the following:

The information on this form is correct and complete to the best of my knowledge and belief. I understand that it is a criminal offence to make a statement or representation that I know to be incorrect or to provide documentation that is false or fail to disclose information to the authority where the law requires it, after this form is complete. If I do so I may be prosecuted.

If a discount or exemption no longer applies I will notify the council within 21 days of this occurring.

I understand that this authority is under a duty to protect the public funds it administers and to this end may verify the information I have provided on this form with other internal departments, government agencies, local authorities and private sector organisations for the purpose of billing, collection and recovery of Council Tax and for the prevention and detection of fraud. It may also share this information with these agencies and other bodies responsible for auditing or administering public funds for these purposes.

Signature:	
Full name:	
Date:	

It would help if you could supply daytime contact details in case we need further information.

Email address:	
Telephone number:	
Contact address:	

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**Address** Harrow Council, PO Box 731, Harrow, HA1 2DT

**Web** [www.harrow.gov.uk](http://www.harrow.gov.uk)

### EVIDENCE REQUIRED

#### Apprentices

1. Letter from your employer confirming that you are employed as an apprentice
2. Copies of your last 3 wage slips.
3. Details of the course including that it leads to a qualification accredited by the National Council for Vocational Qualifications.

#### Youth Trainees

1. Details of the training scheme confirming that the scheme is approved and comes under the Employment and Training Act 1973.
2. Confirmation of your dates.

We aim to reply to 90% of other queries, including moves, discounts and exemptions, within 15 days once all required documentation has been received and the remaining 10% within 25 days. Please note that we apply the same time limits to emails and web forms as we do to letters or visits to the counter as we appreciate not everyone has internet access.