

APPRENTICES, SOME 18-19 YEAR OLDS
AND YOUTH TRAINING TRAINEES.

Discount claim form



www.carlisle.gov.uk

**How TO
PAY LESS
COUNCIL
TAX**

Ref. No.

Name

Address

.....

.....Post Code

What is a discount for Apprentices, some 18-19 year olds and Y.T.S.

- Council Tax is a charge set by a local authority based on the valuation band that a property is placed in. The tax can however be reduced in certain circumstances if someone is entitled to a **Discount**.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be reduced by 25%. If no one is living in a dwelling as their main home, the bill can be reduced by 10%.
- Certain people are not counted when looking at the number of adults resident in a dwelling. People who are:-
 - Apprentices
 - 18 or 19 years old (in some circumstances) or
 - on a youth training course

are not counted for Council Tax purposes.

Apprentices

For Council Tax purposes, a person is not counted if he or she is an apprentice employed to learn a job and, as part of that learning, he or she is undertaking training leading to a qualification recognised by the National Council for Vocational Qualifications. The person must be paid up to a maximum of £195 per week and expect to earn substantially more when he or she qualifies.

18 and 19 year olds

A person who is 18 or 19 years old in full-time education (but **not** higher education) is not counted. This includes people of that age who are at school or college and are on courses up to and including 'A'

level standard. A person is not counted if he or she is at least 18 years old and child benefit is payable to someone in respect of him or her.

If a person is 18 or 19 years old and has left school after 30th April, he or she will not be counted until 1st November of the same year.

Youth Training Trainees

A person who is under 25 and receiving training in line with an individual training plan under the Youth Training Scheme is not counted.

For example, if 2 people live in a household and one of them is a Y.T. Trainee, the bill will be worked out as if one adult lives there and will be reduced by 25%.

Want to know more?

- If you have any questions at all about Discounts for Apprentices, 18-19 year olds and Y.T. Trainees, just ask and we will be pleased to help you.
- Call in or write to the Revenues & Benefits Services, Civic Centre, Carlisle CA3 8QG.
- If you prefer, telephone us on **01228 817200** or Email: **ctax@carlisle.gov.uk**

**DO YOU WANT TO CLAIM?
if "YES" please go to the next part**

PLEASE NOTE

The claim must be made by the person liable to pay the bill (or by an agreed representative).

Information needed from you

- Please complete the relevant section below including the declaration and return the whole of this form to us.
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

Please give us your full name and address (if not shown)

How many people aged 18 or over live in your property

APPRENTICES

Please give the full name of the apprentice

Please give the name and address of the employer

What is the nature of the trade?

How much is he or she paid?

each

Please give the start and end dates of the apprenticeship

Please note - evidence will be required from the employer of the apprenticeship status and income

18 AND 19 YEAR OLDS

Please give us the full name of the person concerned

Please give the Child Benefit Allowance Book number

What is the date that payment of benefit is due to cease?

Please Note:

You need to provide evidence of child benefit in payment, by either:

1. Getting a letter of benefit entitlement from the D.W.P. and sending it to me with this form.
2. By bringing the child benefit book to my office for checking.
3. By returning this form with a photocopy of the allowance book pages or award letter showing the name of the recipient and the name of the benefit.

YOUTH TRAINING TRAINEES

Please give the full name of the Youth Training trainee

Please give his/her date of birth

Please give the name and address of the company where the training is being undertaken

Please give the name and address of the Training Agency

Please give the start and end dates of the training plan

Please Note - evidence will be required from the Training Agency and/or the company to verify the trainee's status.

Declaration

I confirm that the information I have supplied in this claim is true and accurate and agree that the authority may make any reasonable enquiries to verify this.

I will produce the required evidence for verification with this form.

I will notify the authority immediately of any change in my circumstances that may affect my entitlement to the discount.

Signed:

Date:

Full Name:

Tel. No.:

PLEASE NOTE:

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the City Council,

DATA PROTECTION - THE INFORMATION THAT YOU ARE ASKED TO PROVIDE MAY BE RECORDED ON COMPUTER AND IS SUBJECT TO THE DATA PROTECTION ACT 1984

We may allow access to Council Tax Information to other parties such as the Electoral Registration Officer, Police, Child Support Agency, Inland Revenue etc. as allowed by law.

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Check that you have enclosed any items which you are required to send with your claim.
- Make sure you have signed the form.
- Take or send this form to the Revenues & Benefit Services, Civic Centre, Carlisle CA3 8QG.