

# APPLICATION FOR A COUNCIL TAX DISCOUNT FOR APPRENTICES

To be completed by the Council Taxpayer  
Part B to be completed by apprentice's employer



Our Ref:  
Telephone: 01452 396396  
Email: [revenues@gloucester.gov.uk](mailto:revenues@gloucester.gov.uk)  
Website: [www.gloucester.gov.uk](http://www.gloucester.gov.uk)  
Date:

Please fill in this form and return it to us within 14 days.

If you have any questions about this letter, please e-mail us at [revenues@gloucester.gov.uk](mailto:revenues@gloucester.gov.uk) or telephone us on 01452 396396. If you want to discuss your council tax at our offices, you will need to make an appointment in advance. Based on the information you have given we will either update our records and send a new bill to you or contact you for more information.

An apprentice is someone who is employed to learn a trade or profession and earning less than £195.00 per week gross. They must be working towards a recognised qualification.

## Council Tax Payer:

Full Name

.....

Address

.....

Full name of Apprentice (if not the Council Tax Payer)

.....

Including yourself, how many people live in your home who are aged 18 or over

Please give the apprentice's date of birth (dd/mm/yy):

.....

Does the apprentice's training programme lead to a qualification?

Yes / No

## Declaration:

I declare that the information given is correct. I do not object to the council making any necessary enquiries to check this information. If there are any changes in the future to the information I have given, I must notify Gloucester City Council of any changes in circumstance within 21 days. Failure to report a change may result in a penalty and possibly lead to prosecution.

Signature:

Print Full Name:

Email address:

Phone Number:

Date:

(You do not have to tell us your telephone number or email address, but doing so will help us to contact you quickly in case we need any more information)

Please pass this form to the employer of the apprentice. The apprentice's employer needs to fill in the

**Part B**

**The apprentice's employer must complete this part of the form.**

Your employee has applied for a Council Tax discount due to his/her apprenticeship with your company. Please supply the following information: -

Full name of employee

Address

What is the name and address of your Company?

**Apprenticeship Details**

Please give the exact start and intended end date for the apprenticeship (dd/mm/yy):

Start:..... End:.....

Is the apprentice Employed for the purpose of learning a trade, business or profession? Yes / No

Is the apprentice Undertaking a programme of training leading to a qualification recognised by the National Council for Vocational Qualifications? Yes / No

Is the apprentice Earnings less than £195.00 per week gross? Yes / No

**Declaration**

I declare the information that I have given in part B of this form is correct to the best of my knowledge.

Employer's Name:..... Signature:.....

Job Title:..... Date:.....

Phone Number:.....

**Thank you for completing part B of this form. The whole of this application form needs to be sent to:**  
Gloucester City Council, Revenues and Benefits, Eastgate Management Suite, Eastgate Street, Gloucester,  
GL1 1PA

**Data Protection Privacy Statement:**

**Any personal information that you provide will be processed in accordance with current Data Protection laws. It will be used by Gloucester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data on our website: <https://www.gloucester.gov.uk/about-the-council/data-protection-freedom-of-information/data-protection/>**

## APPRENTICES - QUALIFYING CONDITIONS

**A person is an apprentice on a particular day if, on that day, he/she is:**

- (a) employed for the purpose of learning a trade, business, profession, office, employment or vocation.
- (b) for that purpose undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Education Council:  
*and*
- (c) employed at a salary or in receipt of an allowance or both, which are, in total:
  - (i) substantially less than the salary he/she would be likely to receive if he/she had achieved the qualification in question: *and*:
  - (ii) no more than £195 gross per week.