

Please use **BLACK CAPITAL LETTERS**.

Please read the guidance notes on the reverse before completing this form. If you need any help, please phone the Council Tax Office on 01507 601111.

Account Number:

Property Reference:

**If you wish to claim a discount because you or a member of your household is an apprentice, please provide the following information and sign the declaration overleaf.**

Address of property if different from above:

Full name of the apprentice:

Date of birth: .....

The date the apprentice moved into the property: .....

How many people aged 18 or over reside in the property? ...

Start date of apprenticeship: .....

Expected end date of apprenticeship: .....

What trade, business, profession, etc is the apprentice employed to learn:

What qualification will be gained?

Name and address of the apprentice's employer:

What salary can the apprentice expect to receive when first qualified? ...

What is the apprentice's weekly pay before tax and deductions? .....

**CHECKLIST:** To complete your application, please also provide the following evidence.

If you do not supply this information we will be unable to process your application.

Copies of the apprentice's wage slips (2 monthly or 6 weekly).....

Proof of apprenticeship.....

## Declaration

I declare that the information given is correct to the best of my knowledge.

Signed:

Date:

Full name:

Date of birth:

Telephone no:

Email:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

**WARNING:** If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

## Guidance Notes - Apprentices

A person is considered an apprentice if they are:

- 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 Office of Qualifications and Examinations Regulation (Ofqual) or the Scottish Vocational Education Council; and
- C. Employed at a salary or in receipt of an allowance, or both, which are in total no more than £195.00 per week before tax and relevant deductions.

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.e-lindsey.gov.uk/privacy](http://www.e-lindsey.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



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