

Council tax discount for apprentices

If there is an adult living in your property who is an apprentice we may be able to reduce the amount of council tax you pay.

All you need to do is complete Part 1 of this form, ask your employer to complete part 2 then return it to us as soon as you can, the quicker we get it the quicker we can apply your discount

Part 1: Household & apprentice details

1. Number of adults (over 18) resident in this property _____

2. Full name of the apprentice _____

3. Name & address of the employer _____

Is the apprentice employed for the purpose of learning a trade, business profession, office employment or vocation which will lead to a qualification authorised by the National Council for Vocational Qualifications?

YES/NO

4. The date on which the apprenticeship started _____

5. The date on which the apprenticeship is expected to end _____

6. The gross weekly salary or allowance _____

Declaration

I confirm that the information given on this form is correct. I understand that if my circumstances change I must let you know within 21 days of the change.

Signed _____ Date _____

Telephone number _____ Email address _____

Part 2: To be completed by the employer

Apprentice name: _____

Please complete the details below relating to above named.

I certify that the above is:

a) Employed for the purpose of learning a trade, business, profession, office, employment or vocation, and is undertaking a programme of training leading to an accredited qualification by National Council for Vocational Qualifications.

b) Receiving an allowance or salary (or both) which are, in

total; substantially less than the salary likely to be received if the qualification in question were obtained and no more than £195.00 per week before any deductions for tax and national insurance.

1. Nature of apprenticeship: _____

2. Name of proposed qualification: _____

4. Address of college/training school: _____

5. Date of commencement of apprenticeship: _____

6. Expected end date of apprenticeship _____

Signature of employer: _____

Title of person signing: _____

Telephone number _____ Email address _____

Employers full address _____

Thank you for taking the time to fill out the form. We aim to have this processed for you within 7 working days of us receiving it.

Don't forget if you want any more information on council tax discounts or any other services they can be found on our website at chorley.gov.uk.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. View more information on [data protection](#)