

# Apprentice or youth trainee: Council Tax discount application form

If you're an apprentice or youth trainee, you can apply for a Council Tax discount.

If you live with another adult, a 25% discount may apply.

If you live alone, a 50% discount may apply.

## Proof you need to send with this application form

We need:

- a copy of your employment contract, or a headed letter from your employer that includes the name of your course, start date and expected end date of your course (apprentices and youth trainees)
- a copy of your apprenticeship agreement (apprentices only)
- copies of your payslips for the last 3 consecutive months (apprentices only)
- evidence of your individual training plan (youth trainees only)

If you rent the property you live in, we'll also need a full copy of your tenancy agreement - it must include every page.

**Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.**

## 1. About your eligibility for this discount or exemption

As an apprentice, I confirm that:

- ☐ my course leads to a qualification accredited by the National Council for Vocational Qualifications
- ☐ I am paid no more than £195 per week before tax and national insurance
- ☐ my salary is substantially less than what I'll get when I qualify

Or as a youth trainee, I confirm that:

- ☐ I am under 25 years old
- ☐ my training is part of an approved training scheme where arrangements have been made under Section 2 of the Employment and Training Act 1973
- ☐ my training is recognised as an approved training scheme under Section 28 of the Social Security Contributions and Benefits Act 1992

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## 2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date the discount or exemption should start
	DD/MM/YYYY
Full name of the Council Tax payer	Full address of the property you're applying for

## 3. About the apprentice

Full name	Date of birth
	DD/MM/YYYY
Title of qualification to be obtained	

## 4. About your employer - apprenticeship

This should be completed by your employer.

Full name (use capital letters)		Registered or correspondence address	
Daytime phone number		Email address	
Date apprenticeship started		Expected end date of apprenticeship	
DD/MM/YYYY		DD/MM/YYYY	
Apprenticeship payroll number		Is the salary paid weekly or monthly?	

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DD/MM/YYYY	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Signed by the employer	Job title or position
Company registration number	Date
	DD/MM/YYYY

### 5. About the person who is a youth trainee

Full name	Date of birth
	DD/MM/YYYY
Title of qualification to be obtained	

### 6. About your employer - youth trainee

This should be completed by your employer.

Full name (use capital letters)		Registered or correspondence address	
Daytime phone number		Email address	
Date training scheme started		Expected end date of training scheme	
DD/MM/YYYY		DD/MM/YYYY	
Youth trainee payroll number			
DD/MM/YYYY			
Signed by the employer		Job title or position	

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Company registration number	Date
	DD/MM/YYYY

### 7. About the household

We need details of everyone living in the property (use another sheet if necessary)			
Number of people now living in the property			
Full name	Date of birth	Date moved in	Relationship to the Council Tax payer
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

### 8. Proof required

I have included a copy of my employment contract, or a headed letter from my employer that includes the name of my course, start date and expected end date (apprentices and youth trainees)	<input type="checkbox"/> Yes
I have included a copy of my apprenticeship agreement (apprentices only)	<input type="checkbox"/> Yes
I have included copies of my payslips for the last 3 consecutive months (apprentices only)	<input type="checkbox"/> Yes
I have included evidence of my individual training plan (youth trainees only)	<input type="checkbox"/> Yes

### 9. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council

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Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you

- you understand that we have a duty to protect the public funds we administer. We may use the information you've provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments

☐ I confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

Send every page of this form, with your proof, to us by email or post to:

Email: [counciltax@royalgreenwich.gov.uk](mailto:counciltax@royalgreenwich.gov.uk)

Royal Borough of Greenwich  
Revenues Service  
The Woolwich Centre  
35 Wellington Street  
London SE18 6HQ

## What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

## Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: [royalgreenwich.gov.uk/appeal-council-tax](http://royalgreenwich.gov.uk/appeal-council-tax)