



# HARBOROUGH DISTRICT COUNCIL

Revenues and Benefits Service, PO Box 10004, HINCKLEY, LE10 9EJ

Telephone: 01858 828282 Fax: 01455 619853

E-mail: counciltax@harborough.gov.uk Website: www.harborough.gov.uk

Date of Issue

Property Reference

Account Reference

Regarding Address

## COUNCIL TAX DISCOUNT - APPRENTICE DISREGARD

### Part 1 - TO BE COMPLETED BY THE APPLICANT

(1) Name & address of applicant

[Redacted area for name and address]

(2) Are you employed for the purposes of learning a trade, business, profession, office, employment or vocation?

YES

NO

(3) Name and address of your employer

[Redacted area for employer name and address]

(4) Nature of your work

[Redacted area for nature of work]

(5) Are you undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualification?

YES

NO

If YES, please give details of your qualifications

[Redacted area for details of qualifications]

Are you employed at a salary substantially less than if you gained the above qualification?

YES

NO

(6) Do you earn more than £195.00 gross per week?

YES

NO

(7) Start date of your apprenticeship

/ /

(8) End date of your apprenticeship

/ /

(9) Number of ADULT residents in the property (including yourself)

[Redacted area for number of residents]

(10) Your date of birth

/ /

**Part 1 (continued) - TO BE COMPLETED BY THE APPLICANT**

(11) Declaration: I declare that this information on this form is correct and I will inform the Council Tax Office of any changes to the above details

Signed

Date

Daytime Telephone Number

(A telephone number would help if there were any questions. However, you are not obliged by law to give it)

**Part 2 - TO BE COMPLETED BY THE EMPLOYER**

I confirm that this company employs the above applicant as an apprentice

Name of Company

Name of Signatory

Position held

Signed

Date

**How we will use your information**

Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. It will be used by Harborough District Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. For further information about how your information is used and your rights to access information we hold about you, please contact Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG. Tel: 01858 828282. email: [FOI@harborough.gov.uk](mailto:FOI@harborough.gov.uk) or view our online privacy notice at <http://www.harborough.gov.uk/information>