**Council Tax Disregard for Apprentices**

The Council Tax charge is based upon the number of people living in a dwelling. If you are “disregarded” it means that we do not count you when we work out the number of people living in there.

When counting the number of people living in a dwelling, if there is just one person living there, a 25% discount may be granted. If all residents at a dwelling are “disregarded” a 50% discount may be granted.

If there are two or more residents in a household who are not entitled to status discount, the discount will not apply and the full council tax charge will be payable.

The following criteria must apply in order for a person to qualify as an apprentice.

The person is:

* Employed for the purpose of learning a trade, business, profession, office, employment or vocation
* For that purpose undertaking a programme of training leading to a qualification accredited by the Qualifications and Curriculum Authority and
* Employed at a salary or in a receipt of an allowance or both, which are, in total:
  + Substantially less than the salary he/she would be likely to receive if he/she had achieved the qualification in question

And;

* + No more than £195.00 per week.

**The application form should be completed by the applicant and the apprentice’s employer, and returned with copies of two monthly, five weekly or three fortnightly wage slips as evidence of salary**

CTAX/AD/V2/161017

**Craven District Council Privacy Notice**

**Council Tax Discounts/Exemptions and Housing Benefit claims**

**What information do we collect from you?**When you apply for help with your council tax or rent, we may ask you for your name, contact details (home address, email addresses and telephone number) and details of your home, your household and your financial circumstances including bank accounts that you or household have. You may be asked for other personal details, for example about your health. If you are a tenant, we may ask you for details of your landlord.

**Why do we collect this information?**Your name and other identifying particulars and your home and personal, household and financial circumstances are needed to confirm your identity and to establish your entitlement to housing benefit and any council tax discounts or exemptions. If you do not provide the information requested, we may not be able to help you with your council tax or rent.

**Who might we share this information with?**The Council will not share any of the information that it holds about you with any other third party, without your consent, except where allowed by law. The Council is permitted to share the information that you have provided with other organisations in order to make sure that the information it holds is correct, to protect public funds and to prevent or detect crime. These organisations include the Department for Work and Pensions, HM Revenue and Customs, other local authorities, and certain credit reference agencies.

**What do we do with your information?**The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information you have provided for the purpose of your application for help with your council tax or rent, and will not use it for any other Council purpose, unless this is provided by law.

**How long do we keep hold of your information?**The Council will keep hold of your information in accordance with the following rules:

* In case of queries, for as long as necessary to deal with any queries (in case your claim is unsuccessful).
* For the duration that your housing benefit claim or your council tax account remains active.
* After your claim or account has ended, based on any legal and regulatory requirements.

**How can I access the information you hold about me?**By making a Subject Access Request and going onto the Council’s website at <https://www.cravendc.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner’s Office as it can investigate compliance with data protection law: [www.ico.org.uk](http://www.ico.org.uk)

**Application Details**

**Please read the information on the cover page carefully before completing the form.**

1. **Name of Council Tax Payer**

**Council Tax Reference:**

2. **Address**

**Property Reference Number:**

**PART A – to be completed by the applicant**

4. **Number of People living in the property (Aged 18 or over)**

5. **Name of Apprentice**

6. **Title of qualification to be obtained**

Please also supply the following information, so we may contact you if we have a query:

Email address

****The email address provided will be used to send your Council Tax Bill by email rather than a paper copy by post unless you tick the NO to ebilling box.

NO to ebilling

Daytime Telephone Number

**PART B – to be completed by the employer**

1. **Name of Employer/Company**

2. **Address of Employer/Company**

3. **Contact Email Address**

5. **Date Apprenticeship due to cease**

4. **Date Apprenticeship commenced**

Per

6. **Weekly/Monthly Wage**

**Declaration**

Please read this declaration carefully before you sign and date it.

**I declare that the information given on this form is correct. I understand I must notify you immediately if there are any changes to the property or household which may affect any reduction I am granted. I confirm that I have read and understand the enclosed Privacy Notice.**

Name (Applicant)…………………………………………………….

Signed (Applicant)……………………………………………………….. Date…………………………………………………………….

**Please remember to include evidence of your salary with this form.**

Company Stamp:

Signed (Employer)……………………………………………………. Date……………………………………………………….

Employer/Manager Name…………………………………………………. Position………………………………………………