

Wolverhampton City Council

Council Tax application for a person to be disregarded for being a Youth Trainee or Apprentice

For office use only

Account Number

1. Important information to help you complete this form

1. A person can be disregarded for Council Tax purposes if he or she is a Youth Trainee or Apprentice. Apprentices must be earning £195.00 per week or less.
2. Sections 2, 3 and 4 of this form must be completed by the applicant.
3. Sections 5, 6 and 7 of this form must be completed by the placing agent or employer.
4. Please complete this form in ink using **CAPITAL LETTERS**.
5. Further advice or assistance can be obtained by telephoning (01902) 551166 or by visiting the Customer Services, Ground Floor, Civic Centre, St Peters Square, Wolverhampton. The hours of opening are Monday to Thursday 8.30am - 5.00pm and Friday 8.30am - 4.30pm.

2. Details of applicant

Title	First Name(s)	Surname/Family Name	
Address			
		Post Code	

3. Details of Youth Trainee or Apprentice

Title	First Name(s)	Surname/Family Name	
Date of Birth			
Employer's name			
Employer's Address			
		Post Code	

4. Declaration of applicant

I have read the notes on this form and declare that the information I have given is correct to the best of my knowledge, and I will let you know of any changes which may affect any discount given.

Signature of applicant	
Name (BLOCK CAPITALS)	
Date	
Tel. no. & e-mail address	

Please see overleaf for further sections to be completed by the placing agent or employer

Please Note - sections 5, 6, and 7 must be completed by the placing agent or the employer, not the applicant.

5. To be completed for Youth Trainees

Name of placing agency			
Address of placing agency			
		Post Code	
Date placement started			
Date placement ends			

6. To be completed for apprentices

Qualification to be obtained		Is your course youth training Yes/No (Please circle) If yes, is your course funded by the Learning and Skills Council? Yes/No (Please circle)
Earnings per week		
Date apprenticeship started		
Date apprenticeship ends		

7. Declaration of placing agent/employer

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

Signed	
Name (BLOCK CAPITALS)	
Position in company	
Name of placing agency/ employer	
Contact telephone number	
Date	

8. Returning this form

When completed, please return this form to:-
 The Revenues & Benefits Service
 Wolverhampton City Council
 P O Box 250
 Wolverhampton
 WV2 1AX

The Council is under a duty to protect public funds and, to this end, may use the information held or provided by you for the prevention and detection of fraud. It may also share this information with other bodies, including (but not limited to) Wolverhampton Homes, the Police and other agencies for these purposes and also for the audit or administration, collection and recovery of claims, transactions, applications, taxes and payments and for performing other statutory enforcement duties. For more information visit Fair Processing Notice Data Matching available at www.wolverhampton.gov.uk.