



Basingstoke
and Deane

Basingstoke and Deane Borough Council

Civic Offices London Road
Basingstoke Hampshire RG21 4AH
Telephone 01256 844844
DX Address DX3008 Basingstoke
Facsimile 01256 845200
Email localtax@basingstoke.gov.uk
www.basingstoke.gov.uk

APPLICATION FORM FOR AN APPRENTICE DISREGARD

Thank you for your application for a council tax discount.

In order that we can determine if the above discount should apply please complete and return part one and ask your employer to complete and return part 2.

Please return this form to The Revenues Office, Civic Offices, London Road, Basingstoke Hants RG21 4AH.

The definition of an Apprentice for council tax purposes is printed below.

Definition of Apprentice:

For the purpose of council tax discounts an apprentice is defined:

- i) As a person who is employed to learn a trade, profession, business, office employment or vocation.
- ii) Who is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.
- iii) Who is receiving a salary or allowance (before Tax, but excluding overtime and bonuses) of less than £195 per week and
- iv) That salary or allowance is substantially less than he/she would expect to receive when qualified.

Part One

TO BE COMPLETED BY THE APPRENTICE (PLEASE RETURN FORM WITH TWO PAYSLEIPS)

Council Tax account reference:

Name of Apprentice:

Address of Apprentice:

Name and Ages of any other occupier of the address above

Name of Employer:

Address of Employer :

Trade/profession/Vocation being Undertaken :

Period of apprenticeship :

Start :

Due to End :

Gross Weekly Salary Allowance :

Part 2 TO BE COMPLETED BY EMPLOYER

An application for council tax discount is being made on the grounds that should be disregarded because he/she is an apprentice (see the definition below). I would be obliged if you would provide the details requested below and sign to confirm that the apprenticeship meets the requirements of the legislation.

Name and Address of Employer:	Trade/Profession Vocation being Undertaken:		
Gross Weekly Salary/Allowance:	Period of Apprenticeship:		
	Starts:		
	Due to End:		

Declaration:

I confirm that I employ the above named person, at the salary shown which is substantially less than he/she would expect to receive when qualified. Furthermore I confirm that he/she is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications.

Signed: Date:

Position Held:

Data Protection:

Information on this form may be recorded on a computer and is subject to the provisions of the Data Protection Act. Although you are not obliged to give the information, it will assist the council in assessing whether a discount is applicable to the property in which your employee resides.

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PRIVACY STATEMENT

Basingstoke and Deane Borough Council is the data controller for the personal information you may provide. You can contact us by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke, RG21 4AH. The Council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk.

Your information will be used so that we can administer your council tax account and collect council tax from you. Your personal data may be shared with other teams within the council in order to provide a service to you. We may also share it with other local authorities or debt collection agents if necessary for the collection of council tax. We may share the data with third parties if we are required by law to do so.

We will keep your details on our council tax database for seven years after you cease to have an account with the council.

You have certain rights under GDPR which can be found on the Basingstoke and Deane website – see following link: <https://www.basingstoke.gov.uk/GDPR>

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.