



Revenue Services,
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Application for Discount K APPRENTICES

Qualifying Criteria

Any person who meets the following criteria will be disregarded for the purpose of Council Tax Discount.

- 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 to which Part 7 of the Apprenticeships, Skills, Children and Learning Act 2009 applies which is awarded or authenticated by a body which is recognized by the Office of Qualifications and Examinations Regulation under section 132 of that Act in respect of the qualification, or
 - a qualification accredited by the Scottish Vocational Education Council, or
 - a qualification which is awarded by a body in respect of the award which it is recognized by Qualifications Wales under Part 3 of the Qualifications Act 2015; and
- employed at a salary or in receipt of an allowance or both, which are, in total no more than £195 per week.

Council Tax Reference No

Name and Address of Liable Person

Applicants Name.....

Start Date of Apprenticeship: Day Month Year

End Date of Apprenticeship: Day Month Year

Name of Employer:.....

Address of Employer:

.....

Contactable Telephone Number:.....

Council Tax Reference No

North Norfolk District Council (The Council) has a responsibility to manage and store your personal data safely, securely and in compliance with Data Protection Legislation. If you wish to know more about how the Council processes and stores your data, as well as your rights under Data Protection Legislation, please visit our website at the following address:

www.north-norfolk.gov.uk/info/website/privacy-notice/

To read the Council's Data Protection Policy please visit the following address:

<https://www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/>

If you are unhappy about how or why the Council holds or is using your personal data, you should contact us in the first instance. Details of how to contact us, as well as the details of the Information Commissioner, can be found at the end our Data Protection Policy.

Declaration of Employer

I declare that.....is employed by me as an apprentice and they are:

- 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 to which Part 7 of the Apprenticeships, Skills, Children and Learning Act 2009 applies which is awarded or authenticated by a body which is recognized by the Office of Qualifications and Examinations Regulation under section 132 of that Act in respect of the qualification, or
 - A qualification accredited by the Scottish Vocational Education Council, or
 - A qualification which is awarded by a body in respect of the award of which is it recognized by Qualifications Wales under Part 3 of the Qualifications Wales Act 2015; and
- employed at a salary or in receipt of an allowance or both, which are, in total no more than £195 per week.
- I will notify you if the person ceases their apprenticeship or if their circumstances change.

Signature:

Print name:

Company name:

Position:

Date:

Telephone number:

Email address: