

## Department of Customer Services

### Council Tax

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INVESTOR IN PEOPLE



FS36519

## Council Tax Discount

Taxpayers may qualify for a discount on their Council Tax bill because of the number of people who are living at the property (e.g., if there is only one resident in a property the taxpayer will receive a 25% discount).

Certain people are ignored when counting the number of people in a property. Apprentices and Youth Training Trainees are categories of people ignored.

If you feel you may be entitled to a Council Tax discount because some or all of the residents fall into one of these categories, please complete the enclosed form(s).

The form should be verified by the employer (or college if college based) of the apprentice or trainee and then returned to this office within 21 days in the prepaid envelope provided.

Should there be any difficulty completing the form, please do not hesitate to contact the telephone number above or any of the enquiry offices listed overleaf.

Yours sincerely

Council Tax Disregards



Please give the full name and address of the person who is liable to pay the Council Tax

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Telephone : (01274) 437715  
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Minicom : (01274) 437813  
email : council.tax.99@bradford.gov.uk  
website : www.bradford.gov.uk  
Please quote the account reference number:

### Council Tax – Apprentices and Youth Training Trainees

This form should be completed and signed by the person who is liable to pay Council Tax at the property shown. If there is more than one apprentice or trainee resident in the property each apprentice or trainee should complete a separate form. **Please complete Part 1 (Section A or Section B) and Part 2.**

### PART 1 – PLEASE COMPLETE EITHER SECTION A OR SECTION B

#### Section A - Apprentices

1. Full name of apprentice and their title (e.g. Mr, Mrs, Miss, etc)
2. Please give the name and address of the apprentice's employer

#### 3. CERTIFICATION - Please ask the employer to complete parts a. to e. below

- a. Is the person named above employed with your organisation as an apprentice? Yes  No

- b. Please give the exact start and finish dates of the apprenticeship

Start  Finish

- c. What is the apprentice's gross weekly wage or allowance? £

- d. Is the apprentice studying for a qualification? Yes  No

If yes what is the qualification?

- e Signed  Date

Position in Company  Company Stamp

## Section B - Youth Training Trainees

1. Full name of trainee and their title  
(e.g. Mr, Mrs, Miss, etc)

2. Trainee's date of birth

3. Please give the name and address  
of the training provider

### 4. CERTIFICATION - Please ask the training provider to complete parts a. to d. below

a. Is the person named above receiving training with your organisation  
as a Youth Training Trainee?

Yes

No

b. Please give the exact start and finish dates of the training scheme

Start

day/month/year

Finish

day/month/year

c. Does the Learning and Skills Council for England fund the training?

Yes

No

d. Signed

Date

Position in  
Company

Company  
Stamp

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## PART 2 – TO BE COMPLETED IN FULL BY THE LIABLE PERSON

**Who lives in the household?** A discount may be given where there is only one adult living in the property who is counted for Council Tax purposes, or where there are no adults living in the property who are counted for Council Tax purposes.

Please list below all the people aged 18 or over who live at the address shown above. If you know that any of them are not counted for Council Tax purposes please give the reason.

Title	Full Name	Title	Full Name

### Declaration

**I declare that the information given in this form is correct to the best of my knowledge. I understand that if I am allowed a discount, I must inform Bradford Council within 21 days of any change in the circumstances of my household which may affect that discount**

Signed

Date

Your telephone number (in case we need to contact you about  
your application)

**Data Protection:** The information that you provide will be processed in accordance with the Data Protection Act 1998. However, the Council has a duty to protect public funds and may use certain Council Tax data in cross-system and cross-authority comparison checks for the prevention and detection of fraud. This may include, but is not limited to, matching Council Tax data with Electoral Registration and the residency records of other organisations. The Council may disclose relevant information to other Council departments where it is necessary and lawful to do so for the provision of services. We may also share information with other bodies responsible for auditing or administering public funds.