

Please reply to:  
 Revenues & Benefits  
 Maidstone House  
 King Street  
 Maidstone  
 ME15 6JQ

Tel: 01622 602003

## Council Tax Disregard – Apprentice

### Section 1 – to be completed by the applicant

Address of property	Names of all persons over 18 years resident in household	Name of apprentice	Title of qualification to be obtained	Name & address of employer

### Section 2 – to be completed by the employer

Name of apprentice	
Name/address of employer	
Date apprenticeship commenced	
Date apprenticeship due to cease	
Weekly/monthly wage	
Name/job title of employer completing form	
Signature of employer completing form	

### Declaration (to be signed by applicant)

The information given on this form is correct. I understand that I am obliged to inform Maidstone Borough Council within twenty-one days of any change in circumstance which may affect my entitlement to this discount, and that failure to do so may result in the imposition of a penalty.

Name.....

Signature.....

Date.....

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

## Council Tax Disregard – Apprentice

The Council Tax charge is based upon the number of people living in a dwelling. If you're 'disregarded' it means we don't count you when we work out the number of people living 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 the 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 won't apply and the full council tax charge will be payable.

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

He/She is:

employed for the purpose of learning a trade, business, profession, office, employment or vocation:

employed at a salary or in 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.

The completed form should be returned to Revenues & Benefits, Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent, ME15 6JQ, or scanned and emailed to [counciltax@maidstone.gov.uk](mailto:counciltax@maidstone.gov.uk) or call us on 01622 602003.

*We're required by law to protect the public funds we administer. We may share information provided to us with other bodies responsible for auditing or administering public funds, in order to detect and prevent fraud.*

*For further information email [dataprotectionrevenues@midkent.gov.uk](mailto:dataprotectionrevenues@midkent.gov.uk).*