



NORTH WARWICKSHIRE BOROUGH COUNCIL  
THE COUNCIL HOUSE, SOUTH STREET,  
ATHERSTONE, WARWICKSHIRE, CV9 1DE

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## APPLICATION FORM FOR COUNCIL TAX DISCOUNT – YOUTH TRAINEE

This form constitutes an application under Regulation 14 of the Council Tax (Administration & Enforcement) regulations 1992 (SI 1992 No. 613).

**Please read the guidance notes overleaf and the declaration below then complete and sign the form, if appropriate, and return using the envelope provided, together with a letter of confirmation from the employer of each person to be disregarded.** You have advised that some or all of the residents of the address below are Youth Trainees. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount from your Council Tax bill. If the details are verified and discount is awarded, a revised bill will be issued. In the meantime, bills previously issued must be regarded as correct and due for payment as requested.

**Full Property Address :**

**How many people aged 18 or over (including yourself) live at the above address?**

**Please give details below of anyone you wish to be considered for disregarded status (continue overleaf if necessary) :**

Full name	Employer's name and address	Course start date	Course end date	Employer letter enclosed?
				YES/NO
				YES/NO
				YES/NO

### DECLARATION:

I declare that the information given above is correct to the best of my knowledge. I verify that I am the person responsible for the above property and hereby claim any Council Tax discount available as a result of this application. I undertake to advise the Director of Finance within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive discount to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.

**Signed :**

**Date:**

**Full Name :**

**Telephone - Day:  
Evening:**

**e-mail:**

# **COUNCIL TAX DISREGARD GUIDANCE NOTES**

## **YOUTH TRAINEES**

A youth training trainee must be:

- a) under the age of 25; and
- b) undertaking training in conformity with an individual training plan, pursuant to arrangements made under Section 2 of the Employment and Training Act 1973 or Section 2 of the Enterprise and New Towns (Scotland) Act 1990 and, in either case, these arrangements constitute an approved training scheme for the purposes of Section 28 of the Social Security Contributions and Benefits Act 1992.

**PLEASE SUPPLY A LETTER FROM THE EMPLOYER OF THE PERSON(S) THAT IS TO BE DISREGARDED CONFIRMING THEIR STATUS AS A YOUTH TRAINEE.**