



RUNNYMEDE BOROUGH COUNCIL

S.R. CAWTHORNE B.A., C.P.F.A.
Director Of Finance

Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH

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Account Reference Number (if known)

Property Address

COUNCIL TAX - APPLICATION FOR AN APPRENTICE DISREGARD

In order that an apprentice can be disregarded for Council Tax purposes the following criteria must be met:

1. The person is an apprentice, regardless of age, provided that he or she is employed for the purpose of learning a trade or profession and is undertaking a training programme leading to a qualification accredited by the National Council for Vocational Qualifications.
2. However, the disregard applies only if the person is employed at a salary of no more than £130 per week, £160 from the 1st April 1998 and the salary paid is substantially less than is likely to be received if the qualification is achieved.

If you are able to fulfill the above criteria please confirm in writing enclosing a copy of your most recent pay slip.

Please also state the number of adults residing in the property (over the age of 18 years) including you.

If you require any further information please do not hesitate to contact a member of the Council Tax staff. I will notify you of any change in liability on receipt of the above information.

Yours sincerely

A. Cooper

Mrs A Cooper
Council Tax Manager