

Council Tax account number:

Property address:

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Council Tax – application for 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 Qualifications and Curriculum Authority.
2. However, the disregard applies only if the person is employed at a salary or in receipt of an allowance or both, of no more than £195 per week 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 yourself.

If you require any further information please do not hesitate to contact a member of the Council Tax section on 01932 425400. We will notify you of any change in liability on receipt of the above information.

Yours faithfully

Mrs A. Cooper
Council Tax Manager

Email address: counciltax@runnymede.ov.uk

Tel: 01932 425410