

Local Taxation Services

Southampton City Council
Civic Centre
Southampton
SO14 7LY
Direct Dial 023 8083 3009
Email: council.tax@southampton.gov.uk



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Council Tax Discount - Apprentices

The full Council Tax bill will normally be payable where more than one person lives in a property. A discount may be awarded where a member of the household is an apprentice.

In order to decide what kind of discount, if any, applies to your household, please complete the form below including the section for your employer on page three and return both to the above address.

If there is any part of this form that you do not understand, or if you have any further questions, please do not hesitate to contact the Council Tax office on 023 8083 3009.

All written information is available, on request, in larger print, in Braille, on audio tape and on disk. It is also available in other languages. Please contact Local Taxation Services on 023 8083 3009.

1. How many adults aged 18 or over live at the property?	
2. Please provide the full name of the apprentice	

APPRENTICE DETAILS

3. Are you employed for the purpose of learning a trade, business, profession, office or vocation?	YES	
	NO	
4. For that purpose are you undertaking a course leading to a qualification accredited by the Qualifications and Curriculum Authority?	YES	
	NO	
5. Are you in receipt of a salary or of an allowance (or both) which are in total no more than £195 per week?	YES	
	NO	
6. It may be necessary to confirm the details with your employer and/or college. Please provide your employer's full name and address		
Employer's telephone number		
7. Please provide the full name and address of the college		
Course title		
Date course expected to cease		

AUTHORISATION:

I authorise you to seek on my behalf, verification from my employer / college of the above information, and I understand that this information is to be used solely for Council Tax purposes.

Signed _____ Date _____

Print your full name _____

NAME OF THE APPRENTICE:

ADDRESS:

COURSE TITLE: _____

Is the above employed for the purpose of learning a trade, business, profession, office or vocation? YES / NO

For that purpose are they undertaking a course leading to a qualification accredited by the Qualifications and Curriculum Authority? YES / NO

Are they employed at a salary or in receipt of an allowance (or both) which are in total no more than £195 per week? YES / NO

If you have answered YES to all the above, please confirm the date their college course started:

Please confirm the date that their college course is due to end:

Signed: _____ Date: _____

Position in Company: _____

Privacy statement

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.