



Revenue Services,  
Holt Road, Cromer, Norfolk, NR27 9EN

Tel: 01263 516071  
Email: [ctax@north-norfolk.gov.uk](mailto:ctax@north-norfolk.gov.uk)



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### Application for Discount K APPRENTICES

#### Qualifying Criteria

Any person who meets the following criteria will be disregarded for the purpose of Council Tax Discount.

- o The person must be employed for the purpose of learning a trade, vocation or profession
- o The training given must be under a programme leading to NVQ (Qualifications and Curriculum Authority) or Scot VEC
- o The salary paid must be no more that £195 per week (£160 per week prior to 31st March 2007 and £130 per week prior to 31<sup>st</sup> March 1998)
- o The salary paid is substantially less than the amount that would be paid when fully qualified.

Council Tax Reference No

Name and Address of Liable Person

Applicants Name.....

Start Date of Apprenticeship: Day ..... Month ..... Year .....

End Date of Apprenticeship: Day ..... Month ..... Year .....

Name of Employer:.....

Address of Employer: .....

.....

Contactable Telephone Number:.....

Council Tax Reference No

North Norfolk District Council (The Council) has a responsibility to manage and store your personal data safely, securely and in compliance with Data Protection Legislation. If you wish to know more about how the Council processes and stores your data, as well as your rights under Data Protection Legislation, please visit our website at the following address:

[www.north-norfolk.gov.uk/info/website/privacy-notice/](http://www.north-norfolk.gov.uk/info/website/privacy-notice/)

To read the Council's Data Protection Policy please visit the following address:

<https://www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/>

If you are unhappy about how or why the Council holds or is using your personal data, you should contact us in the first instance. Details of how to contact us, as well as the details of the Information Commissioner, can be found at the end our Data Protection Policy.

### **Declaration of Employer**

I declare that \_\_\_\_\_ is employed by me as an apprentice

and:

a) \_\_\_\_\_ is employed for the purpose of learning a trade, business, profession, \_\_\_\_\_ office, employment or vocation.

b) \_\_\_\_\_ is employed for the purpose of undertaking a programme of training \_\_\_\_\_ leading to a qualification accredited by the National Council of \_\_\_\_\_ Vocational Qualifications.

is employed at a salary or in receipt of an allowance or both, which are, in total –

(i) \_\_\_\_\_ substantially less than the salary he/she would be likely to receive if \_\_\_\_\_ he/she had achieved the qualification in question; and

(ii) no more than £195.00 per week (£160.00 per week prior to 31 March 2007 and £130.00 per week prior to 31 March 1998).

d) I will notify you if he/she ceases his/her apprenticeship or if his/her circumstances change.

Signature: .....