Please read these notes before you fill in the form

Your Council Tax bill assumes there are at least two adults living in your home. If only one adult lives in a property, we can reduce the Council Tax by 25%.

Some people are not counted as living in a property for Council Tax purposes, so even if there is more than one adult living in your home, you could still get a discount.

We do not count people who are an apprentice or youth training trainees as living in your home for Council Tax purposes.

By ‘apprentice’ we mean a person who is:
- Employed to learn a trade or profession;
- Undertaking a programme of training leading to a relevant qualification accredited by the Qualifications and Curriculum Authority (QCA); and
- Getting a salary or allowance substantially less than the salary they would get if they already had the qualification they are trying to gain and not more than £195 a week (before tax).

By ‘youth training trainee’, we mean a person who is under the age of 25 and is receiving approved training funded by the Learning and Skills Council.

Please fill in this form if you, or someone living with you, is an apprentice or a youth trainee.

How to fill in this form

Please fill in the form using black ink. If you find it difficult to fill in the form, please telephone us on 0300 304 8000.

We cannot process your claim without the following evidence:
- Apprentices must provide proof of their apprenticeship and copies of pay slips.
- Youth trainees must provide a copy of their individual training plan.

When you have filled in the form make sure you read and sign the declaration in Part B.

Please return it to: Somerset West and Taunton Council, PO Box 866, Taunton TA1 9GS.

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.
Part A. Your household

Address this claim is for

Tell us how many people over the age of 18 live in your home

Include anyone who may be temporarily absent (e.g. is working away, on holiday or in hospital)

Please tell us about any apprentice or youth trainee living in your home

<table>
<thead>
<tr>
<th>Apprentice</th>
<th>Youth trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>/ /</td>
</tr>
<tr>
<td>Details of the apprenticeship / training</td>
<td></td>
</tr>
<tr>
<td>Who is it with and what qualification they are working towards</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>/ /</td>
</tr>
<tr>
<td>Expected end date</td>
<td>/ /</td>
</tr>
<tr>
<td>Their gross pay</td>
<td>£ a week</td>
</tr>
<tr>
<td>Likely earnings when their apprenticeship ends</td>
<td>£ a week</td>
</tr>
</tbody>
</table>

Part B. Declaration

Even if someone has filled in this form for you, you must sign this declaration if you can. Read this declaration carefully before you sign and date it.

- I declare the information I have given on this form is correct and complete.
- I agree to tell the Council within 21 days of any change in my circumstances that may affect my claim for this discount or my right to this discount.
- I understand you could add a penalty of £70 to my Council Tax bill if I fail to tell you of a change affecting my right to this discount within 21 days, or if I give wrong or incomplete information.

Your signature Date / / 
Your full name

If you are not the Council Tax payer for this property, please tell us your full name, address and why you have completed this form

Daytime telephone number or E-mail address

Somerset West and Taunton Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.