

Declaration

I declare that, to the best of my knowledge, the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given. If I am disregarded for council tax purposes, I undertake to inform you within 21 days of any change in circumstances affecting the amount of council tax payable.

Signature

Full Name

Date

Daytime
phone no

Email



The Valuation Tribunal is not part of the council. If you decide to appeal, the tribunal will decide whether or not our decision was correct.

Even if you appeal, you must continue to pay the instalments on your current bill until a final decision is made.

HOW TO CONTACT US

- Phone:  01282 425011
(9am-5pm Mon-Fri, Weds 10am-5pm)
- Visit:  Contact Burnley on Parker Lane
(9am-5pm Mon-Fri, Weds 10am-5pm)
- Write:  Revenues and Benefits Service, Burnley Council,
Parker Lane, Burnley, BB1 1 2DS
- Email:  localtaxation@burnley.gov.uk
- Website:  www.burnley.gov.uk/counciltax

Revenues and Benefits is a customer focused service unit providing a professional and quality service that is flexible, positive and efficient. Our vision is to effectively communicate with all our customers. This will be achieved by the teamwork that is at the forefront of all our objectives.



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Other formats available on request
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Phone/textphone (01282) 477114

COUNCIL TAX REDUCTIONS



Burnley Council...
working hard for you



For apprentices, youth training trainees,
and student nurses

Student nurses, apprentices and youth training trainees are disregarded for the purpose of calculating council tax. For example, this means that if there are two adults residing in a property and one of these is classed as a student nurse, then a 25% discount will be applied to the council tax account. However if, after disregarding the student nurse, apprentice or trainee, there are still two adults residing in the property, then no discount will apply.

HOW TO OBTAIN A STUDENT NURSE REDUCTION

Student nurses who are not on a full time course at college or university are disregarded for council tax discount purposes. A person is classed as a student nurse if they are undertaking a course that leads to registration under the Nurses, Midwives and Health Visitors Act 1979.

Please complete the form on the reverse of this leaflet and provide a letter from the student nurse training organisation/employer providing the following details:

- Details of the course being undertaken.
- The course start date.
- Confirmation that completion of the course will lead to the

student nurse's first inclusion on the register:

- Contact name and telephone number.

HOW TO OBTAIN AN APPRENTICE REDUCTION

A person is classed as an apprentice for council tax purposes if he/she:

- Is employed for the purpose of learning a trade, business, profession or vocation, **and**
- Is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications, **and**
- Receives payment of no more than £195.00 per week gross.

Please complete the form on the reverse of this leaflet and provide a letter from the apprentice's employer which includes the following details:

- Details of the qualification or apprenticeship that is being undertaken.
- Date the apprenticeship commenced.
- Date the apprenticeship is due to end.
- The weekly gross salary or allowance paid.
- A contact name and telephone number.

Entitlement to this disregard will cease when the apprentice leaves the employment/training programme or receives an allowance/salary above £195.00 per week gross.

HOW TO OBTAIN A YOUTH TRAINING TRAINEE REDUCTION

A Youth Training trainee is someone under the age of 25 who is undertaking approved training that is funded by the Learning and Skills Council for England.

Please complete the form on the reverse of this leaflet and provide a letter from the trainee's employer or training organisation which includes the following details:

- Details of the course being undertaken.
- The training centre where the course is being undertaken.
- The date the training started.
- The date the training is due to end.
- The Trainee's date of birth.
- A contact name and telephone number.

Entitlement to this disregard will end when the trainee becomes 25 years of age or ceases the training programme.

HOW DO I APPLY FOR A REDUCTION?

You can write, email or phone us. Contact details are overleaf.

Once we have all the information we need, we will decide whether or not you qualify for the reduction and will calculate how much council tax you have to pay.

We will send you a new council tax bill if you qualify for the reduction. If we can't give you the reduction we will send you a letter explaining why.

We will let you know our decision as quickly as possible. Until then, you must continue to pay the instalments shown on your current bill.

WHAT IF I DON'T AGREE WITH YOUR DECISION?

If we don't give you a reduction and you think that we should have, or if you think that we have given you the wrong amount of reduction, you can write to us and tell us why.

We will look at your application again and let you know our decision. If you are still not happy with this decision, you can appeal to the Valuation Tribunal.

APPLICATION FOR A COUNCIL TAX DISREGARD FOR A STUDENT NURSE/ APPRENTICE/ TRAINEE



Full name and home address

Name

Address

Household Details

Name of residents of the property (18 years and Over) Date occupied

Name of residents of the property (18 years and Over)	Date occupied
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Date of birth of the Youth Training trainee (if applicable)

Name and address of employer/training organisation:

Name

Address

