



# YOUTH TRAINING TRAINEE APPLICATION

## APPLICATION DETAILS

Name of youth trainee:

Date of Birth of Youth trainee:

Home Address of Youth trainee:

Date training started:

Date training ends:

Name of approved training course:

Council tax account reference number:

## TRAINING PROVIDERS DECLARATION

**This section is to be completed by the training provider/employer**

I declare that the information stated is true and correct to the best of my knowledge and belief. I shall advise Warwick District Council if the circumstances change. I understand that making a false declaration may render me liable for prosecution. I authorise the council to make such enquires as it thinks fit to determine this application.

Name and Address of training provider:

The person named is a youth trainee:

Signature (on behalf of the establishment):

Position held:

Date:

Authorising stamp of establishment:

**Please provide a copy of the trainee's training plan to confirm their entitlement to youth training trainee status. The Personnel section of the company where the trainee works will be able to provide one.**

## **COUNCIL TAX YOUTH TRAINEES DISREGARD NOTES**

This category covers a person who is aged under 25 and who is undertaking training through arrangements made under the Employment and Training Act 1973 is a youth training trainee, provided that the arrangements are recognised as an approved training scheme for the purposes of section 28 of the Social Security Contributions and Benefits Act 1992. The training must be funded by The Learning and Skills Council for England.

### **WHEN IS A DISCOUNT POSSIBLE?**

Council Tax is normally charged on the assumption that two or more people aged 18 or over live in a property. If there is only one adult living there, they can apply for a single person's discount of 25%. However, if anyone aged 18 or over is a Youth Training Trainee and without them there is only one adult living in the property, you may apply for the same 25% discount.

### **WHO IS A YOUTH TRAINEE?**

A youth training trainee is defined as someone who:

is under 25 years old; and

is training under an individual plan issued on a scheme run under section 2 of the Employment and Training Act 1973 (This must be an approved training scheme for benefit purposes) and is funded by the Learning and Skills Council. Youth credit, Options, Future and Next Steps Trainees are also eligible as long as they meet the above criteria.

**You will need to provide evidence to support your application as stated above.**

If you are eligible for this disregard We will send an adjusted bill to the liable person showing the discount/exemption/disregard. The liable person must continue to pay council tax, as shown on their current bill, while their application is being considered.

## **RETURN COMPLETED FORM TO THE BELOW ADDRESS OR EMAIL**

**Email: [CTaxEnquiries@warwickdc.gov.uk](mailto:CTaxEnquiries@warwickdc.gov.uk)**

**Post: Council Tax team, Finance, Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT**