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Your Ref/Eich Cyf

Our Ref/Ein Cyf

**Pending**

Date/Dyddiad

Dear Sir/Madam,

**COUNCIL TAX- APPLICATION FOR A PERSON TO BE DISREGARDED FOR DISCOUNT PURPOSES**  
**YOUTH TRAINING TRAINEES**

In response to your request, please find overleaf an application form for a person to be disregarded from your household. The form must be completed in BLOCK CAPITALS and in BLACK INK by, or on behalf of, the person who is liable to pay Council Tax and certified in Box D by the Employer/Training Provider and endorsed with an official stamp. Please return to the above address.

\*\*\*\*\***Please also remember to enclose a copy of the Youth Trainee's individual training plan**\*\*\*\*\*

In Wales, Youth Training Trainees are defined in the Council Tax (Discount Disregards) (Amendment) (Wales) Order 2003.

The trainee can only be disregarded if they are:

- (i) Under the age of 25 years, and
- (ii) The course of training must be in conformity with an individual training plan pursuant to arrangements under the Employment and Training Act 1973 and must constitute a training scheme as defined in the Jobseekers Allowance Regulations 1996 (Reg. 75 (1) (b)).

**REMINDER- A reduction can only be awarded where ONE person remains liable after all other residents have been disregarded e.g. in a three adult household, two have to qualify to be disregarded before a discount can be awarded.**

Yours Faithfully,

**W J Carpenter**  
**Council Tax & NDR Manager**

**Data Protection Act 1998**

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Work and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

**We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.**

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Information Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Hengoed, CF82 7PG. Telephone number 01443 815588 or e-mail [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk).

Correspondence may be in any language or format – *Gallwch ohebu mewn unrhyw iaith neu fformat*  
[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

**PART A**

**Applicant's name:** (must be person liable for Council Tax).....

**Address:** .....

..... Post Code.....

**Number of residents over 18 years of age living in the dwelling:**

**Names & dates of birth of any resident between ages of 16 years and 18 years:**

**NAME**

**DATE OF BIRTH**

...../...../.....

...../...../.....

**PART B**

**Full Name of the Youth Trainee:** ..... **Date of birth:** ...../...../.....

**Name & Address of Employer/Training Provider**.....

..... **Post Code:** .....

**Details of Training Course Undertaken:** .....

**Date Course Commences:** ...../...../..... **Date Course ends:** ...../...../.....

\*\*\*\*\*PLEASE ENCLOSE A PHOTOCOPY OF THE INDIVIDUAL TRAINING PLAN\*\*\*\*\*

**PART C – DECLARATION** I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: ..... Tel No: .....

Mr Mrs Miss Ms

Full Name: ..... Date: ...../...../.....

(Block Capitals)

**WARNING – GIVING FALSE INFORMATION MAY RESULT IN PROSECUTION**

**PART D - EMPLOYER / TRAINING PROVIDER CERTIFICATION**

I certify that the information given in **Section B** is in conformity with an individual training plan pursuant to arrangements under the Employment and Training Act 1973 and must constitute a training scheme as defined in the Jobseekers Allowance Regulations 1996 (Reg. 75 (1) (b)).

Signed: .....

Name: .....

(Block Capitals)

Job Title: .....

Date: ...../...../.....

**Official Stamp**

