



## COUNCIL TAX

### Apprentice Disregard Application Form

#### Part 1 –To be completed by the person responsible for paying the Council Tax

Billing number: (please see the front of your Council Tax bill)	
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Name of Council Tax payer(s):	
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Address of Council Tax payer(s):	
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Contact telephone number:	
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E-mail address:	
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Please list all people, aged 18 years or over, living in the property:

Name of resident	Apprentice?	Please tick (✓) if Part 2 has been completed by employer
1	Yes *    No *	
2	Yes *    No *	
3	Yes *    No *	
4	Yes *    No *	
5	Yes *    No *	
6	Yes *    No *	

\* Please delete as applicable

The information given in Part 1 of this form is correct to the best of my knowledge & belief

Signed (tax payer): .....

Print full name: .....

Date: .....

**When BOTH parts of this form have been completed, please send it to the Local Taxation Section at the address shown at the top of this form**

# COUNCIL TAX

## Apprentice Disregard Application Form

### Part 2 –To be completed by the apprentices employer

Name of employer:	
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Address of employer:	
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Contact telephone number:	
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Name of apprentice:	
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Date apprenticeship started:	
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Is this apprentice employed for the purpose of learning a trade, business, office, employment or vocation?	Yes *	No *
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What qualification will the Apprenticeship lead to?
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Is the above qualification accredited by the National Council for Vocational Qualifications?	Yes *	No *
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Gross amount of wage, salary or allowance paid to the apprentice per week* / month* / year*	£
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Is the above amount substantially less than the wage or salary he/she would be likely to receive when qualified?	Yes *	No *
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\* Please delete as applicable

The information given in Part 2 of this form is correct to the best of my knowledge & belief

Employer's official stamp

Signed (employer): .....

Print full name: .....

Position: .....

Date: .....

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# Privacy Notice – Council Tax

## **1. Identity of the Data Controller and contact details**

Rushmoor Borough Council is the data controller for the personal information you provide. You can contact the Council by phone on 01252 398912, via email to [localtax@rushmoor.gov.uk](mailto:localtax@rushmoor.gov.uk) or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at [data.protection@rushmoor.gov.uk](mailto:data.protection@rushmoor.gov.uk).

## **2. What we need your information for and the legal basis for it**

We need your personal information to administer and change the details of your council tax account. The law allows us to use your personal information in this way as carrying out responsibilities under the Local Government Finance Act 1992 is one of the Council's public tasks.

## **3. Use for any other purposes**

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

## **4. Will you pass my information to anyone else?**

We may share your information with other teams within the Council such as Benefits, Planning, Business rates, Housing, Environmental Health and Corporate Investigations in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the council's Bailiffs, Magistrates Court, Hampshire County Council, Department of Work and Pensions, HMRC and the Police in carrying out criminal investigations.

## **5. How we will store and look after your information**

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

## **6. How long we will retain your information**

We make sure we do not keep your details for any longer than is necessary and when we no longer have a need to keep your details, we will delete or destroy your details securely. For further information on our policy for retaining personal information, see our retention guidelines.

## **7. Your rights concerning your information**

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right to restrict processing
- The right of access
- The right to data portability
- The right to rectification
- The right to object
- Rights related to automated decision making, including profiling
- The right to erasure

Further details on these rights can be found on our website [www.rushmoor.gov.uk/dataprotection](http://www.rushmoor.gov.uk/dataprotection)

#### **8.Right to complain to the Information Commissioner's Office**

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk> or by phoning their helpline on 0303 123 1113.

#### **9.Why we need your information and the consequences of not providing it**

We need your information to carry out our responsibilities under the Local Government Finance Act 1992. If you are asked to provide us with information and fail to do so, or you knowingly provide inaccurate information, then you are committing an offence under this act.

The penalty for this offence is £70.00. If you continue to fail to provide the information then we may charge you an additional £280.00.