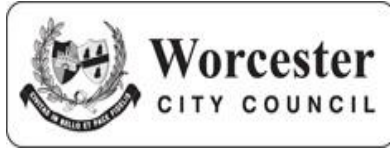




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

18 OR 19 YEAR OLDS IN EDUCATION OR RECENT SCHOOL OR COLLEGE LEAVERS

You are asked to complete this form with as much detail as possible and return to the address to page 3. Please read the Guidance Notes overleaf before completing this application form. Please complete this form in BLOCK CAPITALS using black ink.

Failure to provide any of the information requested may result in unnecessary delays.

To be completed by Liable Person for Council Tax

Full Name of Applicant:
Address of Property for which discount is being claimed:
Account Reference:
<b>Section relates to all residents</b>
How many individuals aged 18 years or over are living in the property as their only or main home?
Does anyone aged 16 or 17 live at the above address? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, what are their full name(s) and date(s) of their 18 <sup>th</sup> birthday(s)?
1. / /
2. / /
<b>Section relates to any 18/19 year old person(s) resident for whom you are claiming this discount</b>
What are their full name(s) and date(s) of their 18 <sup>th</sup> birthday(s)?
1. / /
2. / /
What was the date that each individual moved into the property?
1. / /
2. / /
Are you in receipt of Child Benefit for them? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>IF YES, PLEASE ENCLOSE ENTITLEMENT LETTER AND/OR BANK STATEMENTS AS EVIDENCE OF RECEIPT.</b>
Are these individuals at school/college (or have they just left)? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please confirm full course title(s)*:
1.
2.
If YES, please confirm the full name(s) and address(es) of the school(s)/college(s):
1.
2.

\*eg GCSE, A Levels or NVQ

What date did each individual start their course?

1. / /  
2. / /

What date does each individual finish (or expect to finish) their course?

1. / /  
2. / /

Does/did the course(s) involve more than 12 hours per week tuition or supervised study between 8.00am and 5.30pm? YES  NO

Is/was the person on the course because of his or her own job? (e.g. on day release or evening classes) YES  NO

**If the above person is moving on to higher education (eg University) after the above course ends, and is still living at the address overleaf, you will need to complete an application form for a student disregard.**

### **Declaration and Contact Details**

I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

**YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED**

Full name:

Signature:

Date: / /

Daytime telephone number:

Email address\*:

Do you wish to receive your bills by email? YES  NO

\*Not compulsory but may help if we have any queries.

## GUIDANCE NOTES

The applicant must be the person who is liable to pay the Council Tax bill for your home. Where more than one person is liable to pay the bill, any one of the "Liable Persons" can make the application.

A person can be disregarded for Council Tax discount purposes ONLY if ALL of the following conditions apply.

18 or 19 year old at school or in FURTHER education (which means courses up to A Level or BTEC ONC / OND standard). The school or college course must fulfil **ALL** the following conditions:

- Lasting more than 3 months;
- Involving more than 12 hours a week tuition or supervised study between 8.00am and 5.30 pm (so evening classes do not count);
- Not a correspondence course;
- Not related to the person's employment (day release, for example)

Where an 18 or 19 year old leaves school or college after 30 April, the discount disregard can be claimed up to 31 October of that year.

**PLEASE NOTE:** These disregard rules are laid down by Government Regulations, not by the Council. The Council is not able to change these rules.

If there are 2 or more adults in the property who are not disregarded for any reason no discount will be applicable.

There are separate application forms for full-time students in higher education and apprentices or YT trainees.