

# Revenues and Benefits Service



INVESTOR IN PEOPLE

Your Name
Your Address

This form is issued by:  
Mansfield District Council  
Phone: (01623) 463463  
Reference:

Local Government Finance Act 1992

## APPRENTICES COUNCIL TAX DISCOUNT APPLICATION FORM

Please complete this form if you wish to claim a Council Tax reduction for either yourself or another member of your household who is:

- (a) employed for the purpose of learning a trade, business or profession, and
- (b) is studying for a qualification accredited by the National Council for Vocational Qualifications, and
- (c) during training is receiving a salary or allowances which is substantially less than could be expected after qualification, and no more than £195 per week.

Full Name	_____
Name and Address of Employer	_____ _____

Course Name	_____		
Start Date	_____	End Date	_____
Salary / Wage	_____		

How many people aged 18 or over live in the property?

Revenues and Benefits Service  
Civic Centre, Chesterfield Road South,  
Mansfield, Nottinghamshire. NG19 7BH  
Tel: (01623) 463463  
e-mail: [counciltax@mansfield.gov.uk](mailto:counciltax@mansfield.gov.uk)  
Internet: [www.mansfield.gov.uk](http://www.mansfield.gov.uk) Fax:  
(01623) 463384  
Fraud Line 0800 952 0599



*Please Turn Over*



**Mansfield**  
District Council

## Employer To Complete

The information given on this on form is correct

Signed: _____	For: _____
Designation: _____	Date: _____

## DECLARATION

The information given on this form is correct. I undertake to notify you immediately if I believe that I am no longer eligible for a reduction granted in respect of this application.

Signed: _____	Date: _____
Full Name: _____	

Please return to:

Revenues and Benefits Service Mansfield District Council Civic Centre, Chesterfield Road South, Mansfield, Notts, NG19 7BH.

**Please ensure you have completed all relevant sections and have enclosed the required documents and return to Mansfield District Council, Revenue Services, Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH.**

Privacy Notice: We will use the information provided by you for Council Tax, Housing Benefit and Council Tax Reduction Scheme purposes. The basis under which the Council uses personal data for this purpose is Public Task. The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at:

[www.mansfield.uk/Privacy](http://www.mansfield.uk/Privacy)

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection (DPO) can be found on the Council's detailed privacy notice which can be found at [www.mansfield.gov.uk/Privacy](http://www.mansfield.gov.uk/Privacy) on the Council's website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.



This form should be returned to the Civic Centre at the address shown above. The information you supply will be used to enable this request or notification to be carried out and will be handled in accordance with the Data Protection Act 1998. For more information please visit [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy).



**Mansfield**  
District Council