



CITY OF  
*Lincoln*  
COUNCIL

**Director of Resources**  
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**The Revenues Section**  
is dealing with this matter.  
Direct Line: **(01522) 873355**  
E-Mail: **revenues@lincoln.gov.uk**

Reference number:

Date:

## DISCOUNT APPLICATION APPRENTICES

Re property:

A 25% discount from the Council Tax may be given to Apprentices fulfilling the following criteria.

- a) a person employed for the purpose of learning a trade, business, profession, office employment or vocation - which leads to a qualification accredited by the National Vocational Qualifications.
- b) employed at a salary or in receipt of an allowance or both, which are, in total, not more than £195 per week.

Please note that your employer will be contacted to verify this information.

Please complete the form on the reverse of this letter and then return this form, without delay, to the City of Lincoln Council.

Yours faithfully,

A Andrews  
Director of Resources

Please complete this form using **BLOCK CAPITALS**

## Apprentice details

Please enter the name and details of the apprenticed person:

Surname
Forename(s)
Date of birth
Address (if different from front of form)
Employer's name
Employer's address
Date apprenticeship commenced
Anticipated end date
Number of people living in this property over 18 years of age

## Declaration

I accept responsibility for making this application and declare that the information contained herein is true and accurate to the best of my knowledge and belief.

Name (block capitals)
Signature
Date
Contact telephone number

You must notify the Council Tax Section immediately of any change of circumstances affecting this application. This form, once completed, should be returned to the City Council at the address shown overleaf without delay.