



TREASURY SERVICES

Number One Market Street, Nelson, Lancashire, BB9 7LJ.

Telephone: (01282) 661818

Ask for: Council Tax

Email council.tax@pendle.gov.uk

Web: www.pendle.gov.uk

Name and address of council tax payer

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Council Tax reference number

Apprentice or Youth Training Trainee

Name of apprentice or trainee

I should be obliged if you would provide me with the information requested below and return the letter to me at the address shown above.

1. If the person is an apprentice please obtain a letter from the employer confirming that the person is undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications and the salary, wage or allowance paid does not exceed £195.00 per week and is substantially less than the person would be likely to receive if that person has achieved the qualification in question. Finally, the date the apprenticeship is expected to end.
2. If the person is a Youth Training Trainee please obtain a letter from the employer confirming that the person is on a Youth Training Scheme and the date the period of training will end.

Yours faithfully

Local Taxation Section