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Chief Executive

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West Lancashire Borough Council  
52 Derby Street  
Ormskirk L39 2DF

Telephone: (01695) 585090/577177  
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Email: council.tax@westlancs.gov.uk

Council Tax Ref Number (if known):

**COUNCIL TAX DISCOUNT APPLICATION  
18 / 19 YEARS OLD IN FULL TIME FURTHER EDUCATION**

Name of Student

Date of Birth

Name of course(s)

Course start date

Course end date

D.W.P

Allowance Number

Date child benefit ceases

I hereby confirm that the above person is normally required to spend an average of more than 12 hours per week receiving tuition or undertaking supervised study or examination in connection with above course(s). This tuition or study is normally carried out principally between 8.00a.m. and 5.30 p.m. for at least 3 months.

I confirm that the above person is not studying the above course in connection with a job or office held by that person and is not on a Training Agency Scheme including the following: Youth Training Scheme, Employment Training, Individual Training Throughout with a Employer, Employment Rehabilitation, Professional Training Scheme, Special Training Provision, Community Industry, Earn as you Learn

**The declaration below must be signed by the parent/guardian of the person named above.**

Name:

Signed:

Date:

**If child benefit is no longer payable, please have this form signed and stamped by the education establishment. (Please see reverse)**

The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share with other bodies responsible for auditing or administering public funds for these purposes. For further Information see [www.westlancs.gov.uk/nfi](http://www.westlancs.gov.uk/nfi)

**This part of the form needs to be completed by the relevant Education Establishment.**

Signed:

Certification Officer/Headmaster

**Official stamp of Education Establishment:**

**You must notify the Council Tax Section when child benefit ceases to be paid or if child benefit ceases before that date you have indicated.**

**This form should be returned to the Council Tax Office at the following address.**

West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
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