

## Halton Local User Discount Support Scheme Application for Full Time Students and Apprentices Living in Halton Borough Council Tax Band G & H.

The Halton Local User Discount Support Scheme (HLUDSS) provides access to the Local User Discount Scheme (LUDS) for those residents of Halton Borough who are ineligible to apply because they live in a house in Council Tax Band G or H but are in either full time education or are on a recognised apprenticeship scheme.

This application form is only to be completed by residents of Halton Borough who live in a house that is in Council Tax Band G or H. If you are unsure of your Council Tax Band, you can check this information at [www.gov.uk/council-tax-bands](http://www.gov.uk/council-tax-bands).

To qualify for the HLUDSS on the grounds of being in either full time education or be being on a recognised apprenticeship scheme you must provide the following evidence with this application:

### Supporting Evidence:

**For student applications**, you must provide evidence from a university or college that you are either;

- Enrolled for the purpose of attending a university or;
- Enrolled for a course which lasts for at least one academic year, which normally requires attendance of at least 24 weeks a year and involves on average at least 21 hours of study, tuition or work experience per week during term time or;
- Under the age of 20 and studying for at least 12 hours per week on a course which lasts for more than three months for any qualification up to A level, ONC or OND standard (correspondence courses, evening classes or courses taken in connection with a person's job, such as on day release, are not included).

**For apprenticeship applications**, you must provide evidence from your employer that you are undertaking an apprenticeship scheme which is recognised by the Apprenticeship Service, supplying details of the apprenticeship and the training provider.

This application form is only used to determine residents status as a full time student or apprentice. If you are successful in this application you will still need to apply for LUDS. To qualify for the LUDS you must still provide:

- your current driving Licence;
- your HLUDSS acceptance letter (in place of your Council Tax bill)
- your vehicle registration document (V5C, cars or small vans only) (**Note: Special rules apply for Halton residents who have a disability, do not have a blue badge or do not have a vehicle registered in their name**)
- £10 annual fee.

Full eligibility criteria can be found at [www.merseyflow.co.uk/halton-resident](http://www.merseyflow.co.uk/halton-resident).

Only complete one application form per person. Only the eligible resident in the household will be able to apply for LUDS.

## 1 Address details

Address

Postcode

## 2 Personal details

Forename(s)

Surname

Date of Birth

### 3 Declaration

This application may be delayed unless you sign and date this declaration.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand that I may have my access to the LUDS withdrawn and I will become liable for any tolls incurred.
- I agree to supply any further information in relation to this application that Merseyflow may request and agree to tell them immediately if my circumstances change in any way that might affect this application.
- I must notify Merseyflow about any change in my circumstances, which may affect this application.
- I understand that if I am successful, I will need to apply for the LUDS either online at [www.merseyflow.co.uk](http://www.merseyflow.co.uk) , in person at the walk in centre or on the telephone on 01928 878 878.

Your full name (in BLOCK CAPITALS)

Your signature

Date

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please return the completed form and supporting evidence (**within 10 working days of the above declaration date**):-

**Via email:**

[LUDSupport@merseyflow.co.uk](mailto:LUDSupport@merseyflow.co.uk) or;

**Via post:**

Halton Local User Discount Support Scheme Application  
Merseyflow  
Customer Services  
PO Box 327  
Runcorn  
WA7 1SJ

If you need any further information or require any further assistance please visit [www.merseyflow.co.uk/hardship-scheme/](http://www.merseyflow.co.uk/hardship-scheme/) or call 01928 878 878

**Large print versions of this form can be provided by request.**

#### Data Protection

Mersey Gateway Crossings Board (on behalf of Halton Borough Council and its contracted service provider Emovis Operations Mersey Limited and Merseyflow) collects and uses your personal data prior to and following the issuing of this application for the Halton Local User Discount Support Scheme. Your personal data may be disclosed to other agencies or other third parties where we are under a duty to do so in order to comply with any legal obligation, or to prevent or detect crime or in order to enforce the terms of our contract with you under the Merseyflow Scheme. You have rights in respect of your personal data which you can exercise by contacting us. For more information about how we treat your personal data please refer to our updated Privacy Policy which can be found at: [www.merseygateway.co.uk/mgcb](http://www.merseygateway.co.uk/mgcb). We would encourage you to read the document in full and should you wish to change or update your preferences to how we hold your data, please contact us on [enquiries@merseygateway.co.uk](mailto:enquiries@merseygateway.co.uk).