



HM Revenue
& Customs



Apprenticeship Levy Application Form

Name	
Name of Business	
Address of Business	
Is the business registered with HM Revenue and Customs (HMRC)? Y/N	
What is the businesses approximate annual wage bill in pounds (£)?	£
Is the business based in the London Borough of Sutton? Y/N	
Does the apprentice live in the London Borough of Sutton? Y/N	
Have you identified an appropriate apprenticeship programme? Y/N. If so, please provide the details of the apprenticeship and the name of the training provider	
What sector does the business support?	
Approximately how many members of staff does the business employ?	
Is the apprentice a new starter or	

an existing member of staff?	
How long has the business been operational and trading?	
Does the business currently have any apprentices or has it taken on an apprentice(s) in the last 3 years? If so, how many apprentices?	
What is the criteria in which the business is making a request for the Levy Transfer? Please tick the relevant criteria from the list.	<p>Apprenticeships focused on providing employment in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Science, Technology, Engineering, Arts and Maths (STEAM) <input type="checkbox"/> Construction <input type="checkbox"/> Green jobs <input type="checkbox"/> Creative / Arts industries <input type="checkbox"/> Digital industries <input type="checkbox"/> Health and Social Care <input type="checkbox"/> Life Sciences <input type="checkbox"/> Hospitality <input type="checkbox"/> Leisure <p><i>Additional priority will be given to apprentices that meet the following criteria:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Aged 16 - 25 <input type="checkbox"/> Have recently completed the Kickstart scheme with a Sutton based business (if applicable) <input type="checkbox"/> Are currently or have previously resided in social care, i.e, Looked After Children (LAC) <input type="checkbox"/> Define their ethnicity as, Black, Asian, or Minority Ethnic (BAME) <input type="checkbox"/> Are Not in Education, Employment or Training (NEET) <input type="checkbox"/> Have Special Educational Needs and / or a disability (SEND) <input type="checkbox"/> Apprenticeships which pay the London Living Wage

Please submit the completed application form to apprenticeships@sutton.gov.uk
A member of the team will assess your application and respond within 10 working days