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**APPLICATION FORM FOR THE PURCHASE OF MUSICAL INSTRUMENTS**

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**PLEASE NOTE: There is an Administrative Charge of £45.00 on each instrument purchased.**

**Part 1: To be completed by the parents/carers.**

Please read the notes overleaf as applications cannot be processed if the information is not provided in full.

Name of School \_\_\_\_\_

Pupil's Name \_\_\_\_\_

Name of parents/carers \_\_\_\_\_ Daytime telephone number \_\_\_\_\_

Address of parents/carers \_\_\_\_\_

Instrument to be purchased (name/make/model) \_\_\_\_\_

Supplier's name/address \_\_\_\_\_

Cost including VAT (Please ensure this is accurate) \_\_\_\_\_

Will the instrument be brought into school weekly? YES ☐ NO ☐

Is the instrument required for

a) curriculum study? ☐

b) fee paying tuition? ☐

If B is payment made to School ☐

Teacher ☐

c) LM Music Group ☐ please state name of LM music group \_\_\_\_\_

Date tuition expected to cease? \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**When Part 1 is completed in full, please pass to Headteacher/Music Teacher**

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**Part 2: To be completed by the school**

I am satisfied that this application meets all the criteria laid down in the scheme conditions, that the details above are correct, and tuition on the instrument is being provided by an employee of the Authority.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

**PLEASE SEND COMPLETED FORM TO:**

VAT LIAISON OFFICER, RESOURCES DEPARTMENT,  
COUNTY HALL, GLENFIELD, LEICESTER. LE3 8RB

## **REQUIREMENTS FOR THE PURCHASE OF MUSICAL INSTRUMENTS**

The aim of the Scheme is to enable the pupils of Leicestershire County Council and Leicester City Council to purchase musical instruments that are essential to the furtherance of their musical studies at a reduced price. This can be achieved by a concession, which enables the local authority to recover the VAT on such instruments and to sell the instrument free of VAT to the pupil.

The conditions that must be observed are as follows:-

1. The sale of the instrument is made to pupils receiving tuition from the local authority (including **Leicestershire** Music performance groups / ensembles).
2. The instrument is required as part of normal curricular studies and these studies are expected to continue for a minimum of 2 school terms.
3. The instrument is required for regular classroom use. This means that the item can be taken home but needs to be brought to school at least on a weekly basis and not, for example, just once a term.
4. Parents/carers undertake to repay the value added tax to Leicestershire County Council or Leicester City Council the VAT reclaimed should the conditions above be transgressed.

### **Applications**

Headteachers, or their authorised representatives, will be responsible for ensuring that the application form is completed at Parts 1 and 2 by the appropriate person and that information regarding the tuition is accurate. Completed forms should be forwarded to the VAT Liaison Officer at County Hall for authorisation prior to any further action being undertaken. (Note: this is the case even for City Council pupils – see further note below).

When the form is authorised form by the VAT Liaison Officer it will be sent to **Leicestershire** Music issue an official order to the retailer. The retailer will invoice **Leicestershire** Music who will pay the invoice through the Local Authority Budget. Parents/carers will send a cheque payable to Leicestershire County Council before the instrument is received to **Leicestershire** Music for the amount charged by the retailer (exclusive of VAT) plus £45.00 (Administration Charge).

### **City Council pupils**

The arrangements for City Council pupils may be slightly different in that the VAT Liaison Officer will identify appropriate cases and forward the authorised Form to the City Council VAT and Taxation Advice Office. The latter will confirm the details and pass the Form to the City Council's Education Department who will carry out the steps otherwise undertaken by **Leicestershire** Music. The parents/carers cheque in such cases should be made payable to 'Leicester City Council' and sent to the Education Department, Marlborough House, Leicester. Parents/carers will be advised if these alternative arrangements apply.

### **UNAUTHORISED USE OF THE CONCESSION MAY RESULT IN THE PARENT BEING LIABLE TO REPAY THE VAT**

This Scheme will be administered jointly by the Manager of **Leicestershire** Music and the VAT Liaison Officer in conjunction with the City Council VAT and Taxation Advice Office. Any disputes or disagreements arising from any applications will be dealt with by these persons or their representatives.

Any arrangement for the parents/carers to take away the instrument, before the form is authorised, is strictly a private arrangement between parents/carers and retailer. Leicestershire County Council and the Leicester City Council accept no responsibility for any loss arising from this arrangement.

**Data Protection Act, 1998:** The information you supply will be used by Leicestershire County Council or Leicester City Council for the sole purpose of fulfilling the Local Education Authorities' statutory duties and operational functions.

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### **Part 3: To be completed by the VAT Liaison Officer**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **Part 4: To be completed by Leicestershire Music**

ORDER NO \_\_\_\_\_ DATE \_\_\_\_\_ INVOICE NO \_\_\_\_\_ DATE \_\_\_\_\_

PARENTS CHEQUE NO \_\_\_\_\_ RECEIPT NO \_\_\_\_\_