

Cambridgeshire Music – Assisted Instrument Purchase Request

HM Customs and Revenue allow the purchase of new musical instruments VAT -free under certain conditions. If you meet this conditions, outlined below, please complete and return this form to us by [emailing it to us](#). Please remember to attach the form!

You can purchase under this scheme only if you meet all of the following conditions, please read this carefully and if you are unsure [contact us for guidance](#):

1. **Where you are learning:**

- a. You currently receive instrumental tuition in a local authority maintained school (this tuition can be from Cambridgeshire Music or a visiting tutor organised by the school) **or**
- b. you are studying for a national curriculum music qualification (e.g. GCSE/A level) and are a member of school ensembles but are learning your instrument outside of school **or**
- c. you are a member of a local authority organised music group meeting regularly outside of school (e.g. county orchestras, area ensembles).

If you are attending school at an Academy not maintained by the local authority then your Academy may offer a similar scheme and you should approach your school music/finance department. If you are attending an independent school you cannot use this scheme.

2. **The instrument is new** – you cannot use this scheme to purchase second hand or ex-hire instruments. You can choose the supplier yourself, we recommend that you are wary of websites that may or may not quote ex-VAT prices and also of cheap instruments that may be of poor quality. We recommend that you consult with your music tutor and bear in mind the importance of good local servicing of your instrument from year to year.
3. **The instrument is “portable” e.g. it can be transported/carried by the student themselves from their place of learning to home if required** – this usually rules out the purchase under this scheme of most large instruments such as pianos, drum kits, pedal or gull size double basses and harps. It is worth checking with us for some instruments available through our county instrument bank on a loan basis.
4. **The instrument is “appropriate” for the child’s needs** e.g. it should be an appropriate instrument for the level of study and size of instrument should be correct. Your music tutor will be able to advise on a appropriate instruments.
5. **The instrument is collected from us at our main office in Papworth.** The instrument cannot be supplied direct to your home address or for collection from the supplier as it has to be purchase by the local authority first and then “sold” to you.
6. **Payment is made at the point of ordering and the instrument will not be released until payment has cleared into our account.** This service is offered as a non-profit making service and clients will appreciate that we as a public body we have to ensure that financial transactions are completed before we can make delivery. In addition to the ex-VAT price of the instrument you will need to pay for the processing of your order and payment and any delivery required (see below).

If you think you are eligible to make use of this scheme please follow the following steps:

1. Identify the instrument you wish to purchase and obtain the model information.
2. Identify your preferred supplier, their contact address and details and check that they are able to obtain the item within the timescale you are seeking.
3. Obtain the ex-VAT price from them that they are offering.
4. Complete the form on page 2 and return it with a cheque or postal order for the full amount required including any delivery/invoicing costs.

We will then order your instrument and contact you when it is ready for collection or being dispatched to your school. If there is a problem with your request we may contact you for further information/clarification.

If you are unable to use the email link at the top of this document, our postal address is: **Cambridgeshire Music, 36 Mayfield Road, Huntingdon, Cambridgeshire, PE29 1NL, UK**

If not completing this form electronically please use **BLOCK CAPITALS**. (*please delete as necessary)

Parent/Carer details

Parent/Carer Full Name: _____ Title: _____

Contact Address:

Contact email: _____ Contact Tel: _____

Child details

Child Name: _____ Instrument: _____

Child DOB: _____ School : _____

Eligibility

Receiving music lessons in maintained school YES/NO*

Attends Band/Orchestras run by Cambridgeshire Music YES/NO*

If yes please state which band/orchestra

Studying for qualifications in maintained school, attending school groups, learning privately YES/NO*

Instrument Details

Type of Instrument: _____

Model of Instrument: _____

Supplier Name: _____

Supplier Contact details:

Cost of instrument not including VAT£

Cost of order and payment processing:.....£15.00

Payment – please enclose a cheque or postal order for the total of ex VAT value of your instrument plus the £15.00 processing cost and payable to **Cambridgeshire County Council**.

Confirming your order - on receipt of this form we telephone to confirm the details with you.

Collection options: We will contact you once the instrument is received at our office to arrange collection.

For office use only:

Eligibility:	Maintained school or CM OK?	YES/NO	Instrument is new & portable?	YES/NO
Financial:	Payment processed:	YES/NO	Instrument ordered from supplier:	YES/NO
Delivery:	Instrument received by CM	YES/NO	Instrument collected/delivered:	YES/NO