



**Moray Council
TAXATION SERVICES
Council Tax
School Leaver Discount Application Form**

Name.....

Address.....

.....

.....

..... Postcode.....

Office use only

Account number.....

Date of issue.....

Please return by.....

Introduction

If an adult resident in your property has left school during the current year, there may be an entitlement to an award of Council Tax discount on your Council Tax bill for the period 1 May to 31 October of the current year.

Qualification

Qualification for an award of School Leaver Discount is dependent on the school leaver being:

- under 20 years of age;
- have left school on or after 1 May of the current year, after undertaking a course of education (e.g. one up to GCE A level, or the higher grade of the Scottish Certificate of Education, or equivalent).

Completion Instructions

If you think that you may qualify for discount, please complete this form in BLOCK CAPITALS and black ink.

Parts 1 to 3 should be filled in by the **Council Tax payer**.

For further information or help in completing this form please telephone **(01343) 563456**.

All information given will be treated in the strictest confidence.

Part 1: Occupancy Details

Council Tax account number

Do any of these people fall into any of the following categories? (Please '✓' the relevant box)

Are you the only adult occupant?
(Please '✓' the relevant box)

Yes

☐

No

☐

Students

☐

Severely
Mentally
Impaired

☐

Apprentices

☐

YTT Skill
Seekers

☐

If '**No**', state how many ADULTS live with you
Please state their names below:

Student
Nurses

☐

Care Workers

☐

.....

.....

.....

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Part 2: School Leaver Details

School leaver's full name

School leaver's date of birth.....

Date left school.....

The name and address of the school.....

.....

Are you still receiving child benefit for the school leaver? Yes ☐ No ☐

If '**No**', please tell us why.....

.....

.....

Part 3: Declaration

I declare that the information on this application is true and correct. I authorise the council to make any necessary enquiries to check the information given on this application, including cross checking details with other council services and external organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

Signature Date

Print Name Telephone

Email Mobile

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Council Tax liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Council Tax Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**

If you require any further information regarding this form, please contact us by:

Telephone: **01343 563456** Webform: moray.gov.uk/ctxenquiry Website: www.moray.gov.uk