



**Moray Council
TAXATION SERVICES
Council Tax
Apprentice Discount Application Form**

Name.....
 Address.....

 Postcode.....

Office use only

Account number.....
 Date of issue.....
 Please return by.....

Introduction

If an adult residing in your household is undertaking an apprenticeship, there may be an entitlement to an award of Council Tax discount.

Qualification

Qualification for an award of Apprentice discount is dependent on the person being:

- employed to learn a trade, business or profession;
- undertaking a course of training that will lead to a recognised qualification;
- paid less than **£209.00** gross (before deductions) per week and less than the salary paid after completing the apprenticeship.

Completion Instructions

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

Part 1 and 4 should be completed by the **Council Tax payer**
Part 2 should be completed by the **apprentice**
Part 3 should be completed by the apprentice's **employer**

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)	Students	<input type="checkbox"/>	Severely Mentally Impaired	<input type="checkbox"/>
Yes <input type="checkbox"/>				
No <input type="checkbox"/>	Apprentices	<input type="checkbox"/>	YTT Skill Seekers	<input type="checkbox"/>
If ' No ', state how many ADULTS live with you	Student Nurses	<input type="checkbox"/>	Care Workers	<input type="checkbox"/>
Please state their names below:				
.....				
.....				
.....				

Part 2: Apprentice Details

Apprentice's full name..... Apprentice's date of birth

Your address

.....Postcode.....

Employer's name.....

Employer's address.....

Please sign the authorisation below, so your employer can complete Part 3.

I authorise my employer to give the information requested below.

Signed.....Date.....

Part 3: Employment Details

The person named above claims to be serving an apprenticeship with you. Please answer the following questions and return this form to the apprentice.

The qualification or apprenticeship that the person is undertaking.....

.....

The date the training course commenced.....

The date the training course is due to be completed.....

The normal weekly gross salary or allowance received.....

The normal weekly gross salary for a qualified person.....

Signed.....

Official Stamp

Position.....

Date.....

Please state a contact name and telephone number should we require further information

Name Telephone No.....

Part 4: 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** Email: **ctaxforms@moray.gov.uk** Website: www.moray.gov.uk