



Revenues Section - Council Tax Apprentice Application Form

Name

Address

.....

..... Postcode

Office use Only

Reference Number:

Date of Issue:

Please return by:

Enq Id:

Document Type: CTAV

Information

If an adult (i.e. a person aged 18 years or over) resident in your property is undergoing a training course as an apprentice, we may be able to give you a discount on your Council Tax bill.

To qualify for discount the apprentice:

- must be employed to learn a trade, business or profession.
- must be undertaking a course of training that will lead to a recognised qualification.
- must be paid less than **£195.00** gross (before deductions) per week and less than the salary that would be paid after completing the apprenticeship.

How to complete this form

If you feel that an adult in your property meets the conditions noted above, please complete the four parts of this form using BLOCK CAPITALS and **black ink**.

Part 1 should be filled in by the **liable person** (the person named on the bill).

Part 2 should be filled in by the **apprentice**.

Part 3 should be filled in by the apprentice's **employer**.

Part 4 should be filled in by the **liable person**.

If you would like any further information or help in completing this form, please telephone **(01343) 563456**.

Any information given will be treated in the strictest confidence.

Part 1 Occupancy Details

Council Tax account number

Are you the only adult occupant? Yes No

If not, please state the number of **ADULTS** who live with you and give their **FULL NAMES** below.

.....

.....

.....

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

Students Severely Mentally Impaired

Apprentices YTT (YTS, Skill Seekers)

Student Nurses Care Workers

Part 2**Apprentice details**

Your full name Your date of birth

Your address Postcode

Your employer's name

Your 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 then return this form to the apprentice.

The qualification or apprenticeship that the person is undertaking

The date that the training course commenced

The date that 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 By Applicant**

I declare that the information on this application is true and correct. The Council will verify information on this form with other sources as allowed by law. I undertake to inform you of any change in circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature Date

Print Name Telephone No.

Email Mobile No.

Any information you provide will be used and retained on computer by the Authority, in accordance with the Data Protection Act 1998.

Please return this form to: **The Moray Council, Revenues Section, High Street, Elgin, IV30 1BX.**
 If you wish further information regarding this form or any other Council Tax query, please contact us by:
 Telephone: **01343 563456** Email: **revenues@moray.gov.uk** Visit our website: **www.moray.gov.uk**