



Please use black ink and block capital letters or typescript

Background

The Council Tax due on a property may be discounted to reflect the personal circumstances of the adult residents. For the purpose of this reduction, adults who qualify as an apprentice shall be disregarded when counting the number of adults in the house.

A person is classed as an apprentice if they are:-

1. employed for the purposes of learning a trade, business, profession, office, employment or vocation;
2. undertaking a training programme that is accredited by the OFQUAL or Scottish Vocational Educational Council; and
3. receiving an allowance or salary less than would be paid if qualified and, in any case, less than £195 per week.

In order to claim a discount, please complete Section 1, ask the employer to complete Section 2, sign the declaration on Page 2 and return the form to the address at the bottom of the page.

Applicant Details

Name		Council Tax Reference	
Property Address			

Section 1: To be completed by the applicant

I apply for a reduction in Council Tax on the basis that the resident named below is an Apprentice as defined above.

Name		Date of Birth	
The number of adults (including the above named) usually resident in the house is		<input type="text"/>	

Section 2: To be completed by the employer

I confirm that the person named in Section 1 is undertaking the following course of training:-

Certificate/Qualification		Course Name	
Course Start Date		Course End Date	
Weekly Wage (please provide evidence of this)			

Employer's Stamp	Signature	
	Position	
	Date	

Declaration			
<p>I confirm that the information on the form is true and correct. I undertake to inform Revenues & Benefits within 21 days of any change in circumstances. Failure to provide this information is an offence which may make me liable to an initial fine of £50 and £200 for each subsequent offence.</p> <p>Signature of Liable Person _____ Date _____</p>			
Signature		Date	
Email Address		Daytime Telephone No.	

Data Protection Act and General Data Protection Regulations ("GDPR")			
<p><i>East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes of administering and collecting council tax and applying relevant reductions, discounts and exemptions; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds. Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as credit reference agencies, service providers/contractors and/or partner bodies).</i></p> <p><i>For further information detailing how East Dunbartonshire holds and uses your information please refer to the privacy notice enclosed with this form. Details are also available on our website at: http://www.eastdunbarton.gov.uk/counciltax</i></p>			

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुसूच करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।