Council Tax
Application for Apprentice Discount

Information
If a member of your household is undergoing a training course as an Apprentice, we may be able to give you a discount on your Council Tax Bill.

The Apprentice must satisfy the following conditions.

- 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 a £195.00 gross per week and less than the salary that would be paid after completing the apprenticeship.

Part 1 APPRENTICE DETAILS

Apprentice full name

Apprentice date of birth

Employer's name

Employer's address

Postcode

This form should now be given to the apprentices employer so section 2 can be filled in. Please sign the authorisation below and hand this form to your employer as soon as possible.

I authorise my employer to give the information requested overleaf.

Signed          Date

Reference no.

Issue Date

Return by date

DD / MM / YYYY

DD / MM / YYYY

DD / MM / YYYY
Part 2  EMPLOYER DETAILS (to be filled in by the Employer)
The person named overleaf has indicated that he/she is currently serving an apprenticeship with you.

Please give details of the qualification or apprenticeship that the person is undertaking:

Please state the date that the apprenticeship commenced

Please state the date that the apprenticeship is due to be completed

Please state the normal weekly gross salary or allowance paid

Please state the normal weekly gross salary for a qualified person

Please print name and position

Signed

Date

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

Part 3  DECLARATION BY APPLICANT

I confirm that the information provided by me on this form is both accurate and complete and I undertake to notify the Council immediately of any change in my circumstances which may affect my liability for Council Tax. I understand the Council may make whatever enquiries it considers necessary to verify the information provided by me on this form.

Signature

Print Name

Email

Date

Telephone No.

Mobile No.

Information provided by you for the purposes of determining Council Tax liability, will be used and stored by Aberdeenshire Council in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. Please refer to our Council Tax Privacy Notice for more information, which can be found at www.aberdeenshire.gov.uk/online/legal-notices/data-protection/service-specific-privacy-notices/

Please return this form to:  Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX

If you require help completing this form or further information regarding Council Tax, contact us by:

Telephone  03456 08 12 01  Email  council.tax@aberdeenshire.gov.uk  Visit out Website  www.aberdeenshire.gov.uk/counciltax