

**Donald Forrest**  
**Head of Finance and Property Services**

**Revenues Unit**  
Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

## CONFIRMATION OF COUNCIL TAX STATUS – APPRENTICE

**PART 1 - To be completed in BLOCK CAPITALS, using black ink, by the person who is liable to pay the Council Tax for the property.**

**HOUSEHOLD DETAILS. Please tell us who is liable for paying the Council Tax (this will be the person(s) named on the Council Tax bill) and tick the relevant boxes.**

Full Name (Including title; Mr, Miss, Mrs, Ms, Dr, etc.)	Date Moved In	✓	✓	✓
		Owner	Tenant	Apprentice

**Please tell us about all other residents in the household who are aged 16 or over. Where the resident is the spouse, partner or civil partner of a liable person named above, tick the relevant box.**

Full Name (Including title; Mr, Miss, Mrs, Ms, Dr, etc.)	Date Moved In	Date of Birth (if 16 or 17)	✓	✓	✓	✓
			Spouse, Partner or Civil Partner	Owner	Tenant	Apprentice

**Please complete and sign the Declaration overleaf**

By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discount and exemption and reserve the right to use credit reference agencies to validate any such awards.

#### **DECLARATION**

I declare that to the best of my knowledge the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I am aware that if there is a change of circumstance that may affect my entitlement to discount or exemption I am required to notify the Council immediately.

Signature

Date:

Print Name:

Telephone

Email:

**If you have provided us with an email address we will send your bill to you electronically.**

If you want to receive a paper bill by post please tick this box

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#### **Supporting Evidence**

**The apprentice's employer must complete Part 2 of this form. Your application cannot be considered without the required supporting evidence.**

**PART 2 - TO BE COMPLETED BY THE APPRENTICE'S EMPLOYER****Business Name and Address:**


**Full Name of Apprentice:**

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**Apprentice Candidate Number:**

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**Training Programme being Undertaken:**

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**Qualification:**

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**Training Programme Start Date:**

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**Expected End Date:**

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**Current gross weekly wage or salary:**

(please provide your last 3 pay slips)

£
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**Expected post qualifying gross weekly wage or salary:**

£
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**Please confirm the name and address of the approved centre to which the training programme is attached:**

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I confirm that the above named person is employed by this organisation for the purpose of learning a trade, business, profession, office, employment or vocation, and that the training programme being undertaken leads to a qualification accredited by the Qualifications and Curriculum Authority (QCA) or the Scottish Qualifications Authority (SQA).

**Signature:**

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**Print Name:**

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**Status within Organisation:**

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**Telephone Number:**

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**Date:**

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**Email Address:**

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### **Explanatory Notes – Council Tax Discount – Apprentices**

The full Council Tax bill assumes that there are two adults living in a property. Apprentices who meet the relevant criteria will be disregarded for Council Tax purposes. This means that they will not be counted when looking at the number of adults resident in a property. As a result of a person being disregarded, a Council Tax discount may be awarded.

**For Council Tax discount purposes, an apprentice is defined as a person who –**

- (a) Is employed for the purpose of learning a trade, business, profession, office, employment or vocation;
- (b) Is undertaking training leading to a qualification accredited by the Qualifications and Curriculum Authority (QCA) or the Scottish Qualifications Authority (SQA).
- (c) Is employed at a salary or receiving an allowance which is in total no more than £224 gross per week, and which is substantially less than the likely salary to be received on completion of the apprenticeship.

To apply for discount, the person liable to pay the Council Tax should complete Part 1 of the form.

In addition, we require evidence of apprentice status. **A discount cannot be considered unless you provide the required supporting evidence.** The apprentice's employer must complete Part 2 of the form.

If you have any questions, please telephone 01506 280000 (option 2) or email us at [CouncilTax@westlothian.gov.uk](mailto:CouncilTax@westlothian.gov.uk)

The completed form should be returned to –

Revenues Unit  
Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

Alternatively, you can hand the information in at your local Council Information Service Office.

**Payment must not be withheld pending the outcome of an application for discount or exemption.**