

CONFIRMATION OF COUNCIL TAX STATUS - YOUTH TRAINING TRAINEE

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.

Your Details	Please enter your details below and tick the relevant boxes.				
Full Name (Including title; Mr, Miss, Mrs,Ms Dr, etc.)	Date Moved In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Owner	Tenant	Student	
Trainee Details	Please enter the trainee's details below. If the trainee is your spouse, partner or civil partner, tick the relevant box.				
Full Name (Including title; Mr, Miss, Mrs,Ms Dr, etc.)	Date Moved In	Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Spouse, Partner or Civil Partner	Owner	Tenant
Other Residents	Please enter details of all other residents in the household who are aged 16 or over. Where the resident is <u>your</u> spouse, partner or civil partner, tick the relevant box.				
Full Name (Including title; Mr, Miss, Mrs,Ms Dr, etc.)	Date Moved In	Date of Birth (if 16 or 17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Spouse, Partner or Civil Partner	Owner	Tenant

Please complete the Declaration on the reverse

Please read and sign the declaration

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 understand that enquiries may be made to verify the information given. 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:

Print Name:

Telephone Number:

Date:

Email Address:

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

Supporting Evidence

The trainee'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 YOUTH TRAINEE`S EMPLOYER

**Business Name
and Address:**

Postcode:

Full Name of Trainee:

Training Programme Start Date:

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Expected End Date:

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I confirm that the above-mentioned person is undertaking a course of training in line with an individual training plan according to arrangements which:

1. are made under section 2 of the Employment and Training Act 1973; AND
2. constitute a training scheme as defined in regulation 75(1)(b) of the Jobseekers Allowance Regulations 1996

Signature:

Print Name:

Status within Organisation:

Telephone Number:

Date:

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Email Address:

Explanatory Notes – Council Tax Discount – Youth Training Trainees

The full Council Tax bill assumes that there are two adults living in a property. Youth Training Trainees **may** 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 purposes, **a Youth Training Trainee means** a person who, on a particular day –

1. is under the age of 25; **and**
2. is undertaking training in line with an individual training plan. The training must be in accordance with arrangements made under Section 2 of the Employment and Training Act 1973 **and** must constitute a training scheme as defined in regulation 75 (1) (b) of the Jobseekers Allowance Regulations 1996.

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

In addition, we require evidence of trainee status. **Discount cannot be awarded unless you provide the required supporting evidence.** The trainee'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

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.