



**NORTH AYRSHIRE  
COUNCIL**

## **Explanatory Leaflet for Council Tax Discount for Apprentices and Trainees**

The Council Tax and Water Service charges on a property may be reduced where one or more adult residents are participating in full-time apprenticeship or training scheme.

When counting the adult residents in a property apprentices and trainees may be excluded.

When after excluding apprentices and trainees there is only one person resident in the property, the Council Tax may be reduced by 25%. Please note that where all the residents of a property are apprentices or trainees the Council Tax will only be reduced by 50% as they are not entitled to a full exemption.

The definitions of an Apprentice and Trainee are attached.

To apply for a discount the person liable to pay the council tax should complete the application, sign the declaration and return it to the address shown at the bottom of the page. The application must contain evidence of the apprenticeship or training scheme which is being undertaken. If there are more than one apprentice/trainee in the household an application must be completed for each person.

If you qualify for a discount we will send you a replacement Council Tax bill showing the reduced sum due. If the claim is unsuccessful or we require further information we will contact you.

The definition of an apprentice or trainee are shown below:

### **Apprentice**

A person who, under the terms of his employment is:

1. Learning a trade, business, profession, office, employment or vocation
2. Undertaking a programme of training leading to a qualification recognised by the National Council for Vocational Qualifications or the Scottish Vocational Educational Council. The most common recognised qualifications are:- National Certificate, Scottish Vocational Qualification, Higher National Certificate and Higher National Diploma.
3. Receiving a salary/allowance which is:
  - (a) Substantially less than that which they would receive if they had the above qualification ; and
  - (b) No more than £195 per week. (From 01/04/2007)

**Trainee**

A person under 25 years of age being trained under any of the following:

1. Youth Training Scheme.
2. Employment Training
3. Employment Rehabilitation
4. Individual training throughout with an employer
5. Professional Training Scheme
6. Special Training Provision
7. Youth Training
8. Community Industry

**Review of the Discount**

The discount will continue until your apprenticeship / training course ends providing the qualifying criteria are being met. However, North Ayrshire Council will conduct a review of the circumstances each year by sending out a review form which will be sent out to you. This should be completed and returned by the date shown on the form. Failure to do this may result in the discount being cancelled. If at any time you believe the reduction no longer applies then you must contact the Council immediately.

**Do you need Help with this Form?**

If you have any questions regarding this application please telephone **0845 603 0592** from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 04.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Council's web site.

**What do you think?**

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

- **Section 1: To be completed by the person liable for Council Tax (This is the name of the person(s) on the Council Tax bill)**

Council Tax Reference No.	
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- **Please supply the following telephone numbers in case we need to contact you regarding this application.**

Daytime Telephone No.		
Evening Telephone No		
Email address		
Mobile Telephone No.		Please indicate if you would like to receive contact by text regarding your application. YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick)
What is your full name?		
What is the full postal address including the postcode of the property?		
What is your full postal address including postcode for correspondence? (if different from above)		
Please indicate the number of persons 18 years of age or over resident in the house including the Apprentice / Trainee		

➤ **Section 2 : Details of Apprenticeship / Training Scheme**

What is the full Name of the Apprentice / Trainee?	
What is their date of birth?	
Is the person a : (Please Tick)	Apprentice <input type="checkbox"/> Trainee <input type="checkbox"/>
Please confirm the Certificate / Qualification / Training Scheme they are taking?	
What is the Course Name?	
What is the Course Start Date?	
What is the Course End Date?	
What is the length of Course within academic year? (No. of months)	
What is the average attendance per Week? (No. of hours)	
What is their current gross weekly wage? (To be completed by Apprentices only)	£
What is their post-qualifying gross weekly wage? (to be completed by Apprentices only)	£

➤ **Section 3: To be completed by the Educational Establishment or Apprentices Employer**

What is the full name of the Apprentice / Trainee?	
I can confirm that the person named is taking the apprenticeship / course of education as specified:-	
What is their current gross weekly wage? (to be completed for apprentices only)	£
What is their post-qualifying gross weekly wage?( to be completed for apprentices only)	£
Employers / Educational Establishment Stamp	Signed:..... Position:..... Date:.....

<b>Declaration</b>	
<p>I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.</p> <p>I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence and you may check the information with other sources as allowed by the law.</p> <p>I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this.</p>	
Signature of liable person	
Date	

**What do you think?**

<p>Was the form easy to complete?</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If you answered No please give details:</p>
<p>Was the form easy to understand?</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If you answered No please give details:</p>
<p>Was there any information not included on the form which you would like to see included?</p>	
<p>Do you have any suggestions on how the form could be improved?</p>	