

COUNCIL TAX

APPLICATION TO BE DISREGARDED AS AN APPRENTICE

A person can qualify to be disregarded as an apprentice if they are:-

- Employed for the purposes of learning a trade, business, profession, office, employment or vocation; and
- Undertaking a training programme that is accredited by the National Council for Vocational Qualifications or Scottish Vocational Educational Council; and
- Receiving an allowance or salary less than would be paid if qualified and of **no more than £195 per week.**

Account Ref _____

Property Ref _____

Name of Liable Person _____

Property Address _____

Daytime telephone number _____

Email Address _____

Part A - To be completed by the Employer

1. Name of apprentice _____

2. Date apprenticeship began _____

3. Expected end date _____

4. Weekly **gross** income _____
(Note to applicant – you will need to provide a payslip as evidence of income)

5. Apprenticeship being undertaken _____

6. Qualification to be achieved _____

4. Name and address of employer _____

Employers Declaration (continued overleaf)

I declare that the person named in Part A is employed by this company on the terms stated and that the dates given are correct. I will notify Revenue Services immediately if this apprenticeship ceases.

Signed _____

Company Stamp

Print name _____

Status _____

Part B - To be completed by the liable person

Names of all residents 18 years or over _____

If anyone has recently left this property
please confirm their name, the exact
date they left and their forwarding
address _____

Declaration - To be signed by the liable person

I declare that the information on this application is correct. I will notify you immediately of any changes that might affect my Council Tax.

I understand that giving false information is an offence for which a penalty can be imposed and you may check the information with other sources as allowed by the law.

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 where the law allows this.

Signed: _____

Date: _____

Second Adult Rebate

If you have another adult, other than a spouse or partner, residing with you who has a low income but does not qualify to be disregarded for Council Tax you may be entitled to a Second Adult Rebate. Your own income is not taken into account when deciding your entitlement.

If my application for a disregard is unsuccessful I would like to apply for a second adult rebate.

Yes / No * (*delete as appropriate)

Signed: _____

Date: _____

For further information or advice contact:

Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

Council Tax Enquiry Line: **030 33 33 3005** www.dumgal.gov.uk/counciltax

Now hand this form into your nearest Council Customer Service Centre Office or post it to the address above.

Our office at Carruthers House is now closed. For enquires please visit 52-60 Queensberry Square, Dumfries.

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: contact@dumgal.gov.uk

Telephone: 0303 333 3000

Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: dataprotection@dumgal.gov.uk

Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Council Tax.

The Council need to collect your name, your address and the names of any other adult residents of your address.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Council Tax. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Council Tax may be incorrect.

The Council may, based on your circumstances, collect data concerning your health. This allows us to assess disregards and/or reductions to which you may be entitled. The legal basis for processing this data is that it is necessary for reasons of substantial public interest as we have a duty to protect public funds and ensure disregards/reductions are applied correctly.

Your information may be shared internally with other Council Departments, externally with other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Council Tax is correct and to enable collection of Council Tax. Your data will be stored in accordance with Council Tax recovery procedures, and for a minimum of 7 years. To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes. Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane. Wilmslow, Cheshire

Telephone: 0303 123 1113