

Council Tax Account No.

Date

Council Tax Apprentice

Please read the notes overleaf. This form should be completed in ink and block capitals by the employer of the apprentice. The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA

1 Name and address of employer	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	Telephone <input type="text"/>
2 Full name and home address of apprentice	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
3 Qualification	<input type="text"/>	
4 Current gross weekly wage/ salary (please supply last 2 payslips)	<input type="text"/>	
5 Likely post-qualifying gross weekly wage/salary	<input type="text"/>	
6 How many adults over the age of 18 years reside in the house	<input type="text"/>	
7 Date apprenticeship started	<input type="text"/>	

Declaration

I confirm that _____ is employed by this organisation for the purpose of learning a trade, business, profession, office, employment or vocation and that the qualification is accredited by the National Council for Vocational Qualifications/Scottish Qualifications Authority.*

Signature

Status

Date

Employer's Stamp

*delete where not applicable

NOTES

In order to qualify as an apprentice for Council Tax purposes, a person must be:

- Employed for the purposes of learning a trade, business, profession, office employment or vocation
- Undertaking for that purpose a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Qualifications Authority
- Employed at a salary or in receipt of an allowance which is in total no more than £195.00 per week and which is substantially less than the salary likely to be received on qualification.

This form should be completed by the employer of the apprentice and returned to:

Council Tax Team
East Lothian Council
Haddington
EH41 3HA

Failure to complete and return this form could result in the award of a Council Tax discount being delayed or cancelled.

If you wish to contact a member of the Council Tax Team, please phone 01875 824314 or visit www.eastlothian.gov.uk/counciltaxforms and complete one of our online forms.

Alternatively, you can call in to one of our local offices from 9.00am to 4.30pm Monday, Tuesday and Thursday, 10.00am to 4.30pm Wednesday or 9.00am to 3.30pm Friday.

Dunbar Area Office – The Bleachingfield Centre, Countess Crescent, Dunbar EH42 1DX
Haddington Area Office – John Muir House, Brewery Park, Haddington EH41 3HA
Musselburgh Area Office – Brunton Hall, Ladywell Way, Musselburgh EH21 6AF
North Berwick Area Office – North Berwick Shared Facility, School Road, North Berwick EH39 4JU
Prestonpans Area Office – Prestonpans Shared Facility (Library), West Loan, Prestonpans EH32 9NX
Tranent Area Office – The George Johnstone Centre, 35 Winton Place, Tranent EH33 1AE

*East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information go to: www.eastlothian.gov.uk/privacypct
Personal data will be retained in line with East Lothian Council's retention policies.
For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk*

For further information refer to our website www.eastlothian.gov.uk/counciltax