

Confirmation of Council Tax Status Apprentices



General Data Protection Regulation GDPR - We are asking for the following information in accordance with provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and Data Protection Act 2018. We will use this information to help us determine your liability for and to collect your Council Tax. You can find more information on how your personal information is used for Council Tax on our Privacy Notice which can be found at www.midlothian.gov.uk/privacy

Please read the notes overleaf. Please complete in black ink and block capitals

PART A – TO BE COMPLETED BY THE EMPLOYER

Full Name of Apprentice		Date of Birth	
Home Address			
Qualification on completion	Current Weekly Gross Wage	Gross Weekly Wage after Qualifying	
Date apprenticeship started		Date expected to end	
Date that weekly basic gross wage is expected to exceed £256			
Name and address of Employer			
Telephone No:			

Declaration

I confirm that the above mentioned person 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 Qualifications and Curriculum Authority (QCA) / Scottish Qualifications Authority (SQA).

Signature		Stamp of Institution
Status	Date	

PART B – TO BE COMPLETED BY THE COUNCIL TAX PAYER

Number of persons living in the home who are 18 years old or over (You must notify us when anyone in the household turns 18).		
Signature of the Council Tax Payer:	Date: Council Tax Ref: Telephone:	

PLEASE REMEMBER TO ENCLOSE A RECENT PAYSIP, SHOWING THE EARNINGS OF THE APPRENTICE
NOTES

- 1 This form should be completed by both the apprentice's employer and the Council Tax payer then returned to Midlothian Council at the address below.
- 2 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 Qualifications and Curriculum Authority or the Scottish Qualifications Authority;
 - Employed at a salary or in receipt of an allowance which is in total no more than £256 per week, and which is substantially less than the salary likely to be received on qualification.
- 3 Failure to complete and return this form could result in the award of a Council Tax discount being delayed or cancelled.
- 4 Please return this form to the following address:

The Director of Health and Social Care
Midlothian Council
Buccleuch House
PO Box 12956
DALKEITH
EH22 1YB

- 5 You can contact us:

By telephone: 0131 271 3201

By email: revenues.enquiries@midlothian.gov.uk

By letter: The Director of Health and Social Care
Midlothian Council
PO Box 12956
DALKEITH
EH22 1YB

In person: Buccleuch House, 1 White Hart Street, Dalkeith is open for public enquiries from 9.00 a.m. to 5.00 p.m. on Monday, Tuesday and Thursday, from 10.00 a.m. to 5.00 p.m. on Wednesday, and from 9.00 a.m. to 3.30 p.m. on Friday.