

**FINANCE & PROCUREMENT**

**DISCOUNT  
APPRENTICE / SKILLSEEKER**

REF NO:

DATE OF ISSUE:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

For the property \_\_\_\_\_

You may qualify for a Council Tax discount on your Council Tax bill as a member of your household is currently an Apprentice or Skillseeker.

**This form should be completed using black ink**, before being returned to Benefits and Council Tax Team, PO Box 18015, Glenrothes, KY7 5YJ. If you have any difficulty filling in this form, write to the address given above or telephone the Benefits and Council Tax Section on: 08451 55 11 55

**PART 1: TO BE COMPLETED BY EMPLOYER / TRAINING ORGANISATION**

Name of Apprentice / Trainee / Skillseeker \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Course Name \_\_\_\_\_

Course Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Course End Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Certifications / Qualifications \_\_\_\_\_

**APPRENTICE ONLY**

Current gross weekly wage £ \_\_\_\_\_ You will not qualify for the reduction if your wages are more than £195.00 per week

Gross weekly wage after qualifying £ \_\_\_\_\_

**ESTABLISHMENT STAMP**  
\_\_\_\_\_  
\_\_\_\_\_

Signed By \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

**PART 2: TO BE COMPLETED BY PERSON LIABLE TO PAY COUNCIL TAX**

In order to calculate the correct amount of discount that may apply please indicate the number of adults resident in your household.

No. of persons aged 18 years or over  
(including Apprentice / Skillseeker)

In case we need to contact you please supply a daytime telephone number

Email Address

**PART 3: DECLARATION - To be signed by the person liable to pay Council Tax**

If you deliberately give false information you may have to pay a fine of £50 and then a fine of £200 for further offences.

I declare to the best of my knowledge the information on this form is true. I will tell the Benefits and Council Tax Team about any change in circumstances which may affect my Council Tax bill.

**Your Signature:**

**Date:**

**Note:** Information gathered on this form will be held by Fife Council on electronic computer records to manage your entitlement. Fife Council has a duty to protect the funds it administers and for this purpose may use the information you have provided on this form to assist in the prevention and detection of fraud.  
All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998 Legislation 2018. Telephone calls may be recorded for training purposes and the protection of public funds.  
Data matching involves comparing computer records held by Fife Council against other computer records held by the Council or other body. This is usually personal information. Fife Council may share the information that you have provided on this form with other bodies for the purpose of prevention and detection of fraud.  
Further information on how your data is used and why is available on the website [www.fifedirect.org.uk/privacy/revs\\_bens](http://www.fifedirect.org.uk/privacy/revs_bens). .  
**September 2011**