

Council Tax  
Status Discount Application Form

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ REF: \_\_\_\_\_

Data Protection – We are asking for the following information in accordance with the provisions of the Local Government Finance Act 1992 and Council Tax (Administration and Enforcement) (Scotland) Regulations 1992. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, contact council tax on 01475 712961 or see

[www.inverclyde.gov.uk/council-and-government/national-fraud-initiative](http://www.inverclyde.gov.uk/council-and-government/national-fraud-initiative)

We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to. For further information see [www.Inverclyde.gov.uk](http://www.Inverclyde.gov.uk)

**Please read the Notes on Page Three of this form and then complete each section in block capitals.**

**Details of the person making the application**

	<u>Title</u>	<u>Forename</u>	<u>Surname</u>	<u>Date of Birth</u> (optional)
1) Your details	_____	_____	_____	_____
2) Spouse or other joint owner	_____	_____	_____	_____
3) Other occupiers (over age 18)	_____	_____	_____	_____
4) Number of occupiers, including yourself, over age 18	_____			
5) Contact telephone number	_____			
6) E-mail address	_____			
7) Council tax reference number	_____			

**Details about the discount**

- 8) Category of discount you wish to apply for (please tick) (see page 3 for more information)
- |   |                          |
|---|--------------------------|
| a) Persons in Detention in a prison or hospital or any other place under a court order.                         | <input type="checkbox"/> |
| b) Persons 18 years or over for whom Child Benefit is payable   | <input type="checkbox"/> |
| c) Non British Spouse of a Student  | <input type="checkbox"/> |
| d) Apprentices earning less than £195 per week gross  | <input type="checkbox"/> |
| e) Youth Training Trainees under 25 years of age  | <input type="checkbox"/> |
| f) Members of a Religious Community who have no income or capital of their own                                  | <input type="checkbox"/> |
| g) Members or dependants of an International Headquarters or Defence Organisation                               | <input type="checkbox"/> |
| h) Members or dependants of Visiting Armed Forces who are not British Citizens or ordinarily resident in the UK | <input type="checkbox"/> |
- 9) Date you want the discount to start \_\_\_\_\_
- 10) Date you want the discount to end \_\_\_\_\_

**Details about the person to be disregarded for discount purposes**

Title

Forename

Surname

Date of Birth (optional)

**This section to be completed by employer/ educational establishment/ prison/ hospital**

I confirm that the above named person is (please delete as appropriate) in training/education/hospital/prison

From \_\_\_\_\_

To \_\_\_\_\_

In the case of a person detained in prison I confirm that they are detained for an offence other than non-payment of a fine.

In the case of an apprentice I confirm that they earn less than £195 per week gross

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp

**Declaration – All applicants must complete this section**

The information I have given is true and accurate and I undertake to inform you immediately if my circumstances change

I understand that if I give false information I may be liable for a fine of up to £200.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please note, only the person liable to pay the council tax or their authorised agent should sign this form.  
*(If acting as the agent of the tax payer, please provide evidence of your authority to act on their behalf)*

All communications to be addressed to Revenues Services, Inverclyde Council, P O Box 9467, Greenock. PA15 1JD

Telephone: 01475-712961

E-Mail: council.tax@inverclyde.gov.uk

Website: www.inverclyde.gov.uk

**Notes for completion of the discount application form**

These notes are provided to assist you in the completion of the discount application form and also to indicate the information you must provide before your application can be processed.

Discount category	Information required
<b>1 Persons in Detention</b>	(a) The name of the person (b) Place of detention (c) The date on which the person was detained (d) The expected release date (e) A certificate from the place of detention confirming detention
<b>2 Persons 18 years or over for whom Child Benefit is payable</b>	(a) The name of the child (b) Evidence of Child Benefit (c) Date on which Child Benefit will cease
<b>3 Non British Spouse of Student</b>	(a) The name and address of the student (b) The name of the Spouse (c) Proof of the Spouse's status must be enclosed, e.g. copy of passport, visa etc.
<b>4 Apprentices earning less than £195 per week gross</b>	(a) The name of the apprentice (b) The name, address and telephone number of the employer (c) Evidence of gross weekly income (d) Details of apprenticeship being undertaken and qualification to be achieved on completion (e) Date at which apprenticeship commenced (f) Date at which apprenticeship will cease
<b>5 Youth Training Trainees under 25 years of age</b>	(a) The name of the trainee (b) Particulars of course of training under the Employment and Training Acts (c) Date of Birth of the Trainee (d) Name and address of company supplying training (e) Date at which training commenced (f) Date at which training will cease
<b>6 Members of a Religious Community who have no income or capital of their own</b>	(a) The name of the person (b) Name and Address of Religious Community (c) Details of any income and Capital of the person
<b>7 Members or dependants of an International Headquarters or Defence Organisation</b>	(a) The name of the person (b) Confirmation from the International Headquarters or Defence Organisation
<b>8 Members or dependants of Visiting Armed Forces who are not British Citizens or ordinarily resident in the UK</b>	(a) The name of the person (b) Confirmation from the Armed Forces