

Shetland Islands Council



Revenues
8 North Ness Business Park
Lerwick
ZE1 0LZ
01595 744683

local.taxation@shetland.gov.uk

Council Tax Disregards

The following groups are disregarded for council tax purposes:

Child Benefit

Adults aged 18 but for whom Child Benefit is still payable. Evidence of the Child Benefit should be provided.

School Leavers

School leavers under the age of 20, who have left full-time school or college on or after 1 May in any year should be disregarded up to 31st October in the same year. They will continue to be disregarded if they go on to some other form of further or higher education. The name of the Educational Institution should be provided, as well as the date their studies ended.

Apprentices

Apprentices who are undertaking an accredited training programme and who earn no more than £282 per week gross. An Apprentices Employers Certificate should be completed.

People in detention

People who are detained in prison or detained under other legislation such as the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Immigration Act. Confirmation may be sought from a professional body such as Social Work or Police Scotland.

Youth Trainees

Youth trainees who are under the age of 25 and undertaking a course of training in conformity with an individual training plan.

Please note, there are other disregards available which have their own application form. If you are unsure what form to complete, please contact Local Taxation on the number above.



Application form for Council Tax Disregard

PART A: Personal information

Full name of person applying for discount;

Address:

Postcode:

Council Tax account number:

Total number of adults (residents over the age of 18) living at this address:

Names of all adults living at this address and their disregard status:

Name	DOB	Disregard Status – Child Benefit / School Leaver / Apprentice / In Detention / Youth Trainee	Date became resident / date Disregard Status to apply from

Please use the box below to provide any additional information;

PART B: Evidence in support of application

Please answer the below questions that are relevant to your situation;

Child Benefit – do you confirm that you have included a copy of the Child Benefit Letter with your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Leaver – please provide the date studies ended and the name of the Educational Institution:	
School Leaver – do you intend to go on to further education?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Apprentice – do you confirm you have submitted an Apprentice Certificate completed by your employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In detention – do you confirm you consent for us to contact the relevant agency to gain confirmation – e.g Social Work, Police etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART C: Applicant's declaration

I accept responsibility for the information given in this form, and declare that it is true and accurate to the best of my knowledge and belief.

I authorise the council to make any enquiries it considers necessary to verify the details of this claim.

I undertake to notify Shetland Islands Council Local Taxation Team immediately if circumstances or the occupancy of the dwellings change.

Applicant's signature:	Date:

Telephone number:	Email address:

Would you like to receive your council tax bills electronically to the email address above?

Yes No

When you have completed this form, please post to the address on page 1 of the application form. **Please include any evidence requested in Part B.**