

PLEASE RETURN TO:

NORTH LANARKSHIRE COUNCIL  
PO BOX 9060  
MOTHERWELL ML1 1PF



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

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

\_\_\_\_\_

\_\_\_\_\_

**Chief Executive's Office**

Elaine Kemp  
Head of Financial Solutions  
PO Box 9060  
Motherwell  
ML1 1SH  
[www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

\*The above must be completed

Council Tax Reference: \_\_\_\_\_

(As per Council Tax Notice)

**COUNCIL TAX DISCOUNT-STUDENT**

The Council Tax due on a property may be discounted to reflect the personal circumstances of the adult residents. Such a reduction will apply where less than two adults are resident in the property. For the purpose of the reduction, adults who meet the undernoted qualifying conditions shall be disregarded when counting the number of adults in the house.

If you want to apply for discount, please provide the information requested overleaf, sign the declaration and return the form to the address shown above.

**QUALIFYING CONDITIONS FOR: STUDENT**

1. A person taking a specified course of education at a U.K. university of further education establishment which lasts for at least 24 weeks within each academic year and where the period of study consists of an average of at least 21 hours per week.
2. A person, aged under 20, taking a specified course of education at an educational establishment where the period of study exceeds, on average, 12 hours per week and the course taken is not as a consequence of an office or employment held, nor arranged under any of the youth training schemes.
3. A person registered with the Central Bureau for Education and Exchange and working as a foreign language assistant at a school or other educational institution in Great Britain.



**DISCOUNT : STUDENT**

**SECTION 1: To be completed by a liable person.**

I apply for discount on the basis that

(name) \_\_\_\_\_ Date of Birth     /     /

Meets the qualifying conditions noted overleaf. in paragraph number \_\_\_\_\_

The number of adults (including the above named) usually resident in the house is

**SECTION 2 : To be completed by the Educational Establishment.**

**NB: Students studying at the UWS and NCL do not require to complete this section as information is provided by the University/College electronically**

I confirm that the above person is taking the following course of education:-

Certificate / Qualification: \_\_\_\_\_

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

Course Start Date: \_\_\_ / \_\_\_ / \_\_\_ Course End Date: \_\_\_ / \_\_\_ / \_\_\_.

Length of course within academic year: \_\_\_\_\_ months

Average attendance per week: \_\_\_\_\_ hours.

**ESTABLISHMENT STAMP**



Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date : \_\_\_ / \_\_\_ / \_\_\_.

**DECLARATION**

**I DECLARE** that I will notify the Council within 21 days of any change in circumstances which may affect my liability e.g. discount status no longer applies or the number of adults in the house increases.

**NOTICE UNDER THE DATA PROTECTION ACT & INFORMATION GOVERNANCE**

It is an offence to give false information. Make sure that you understand what you have written before you sign the declaration. Any claim that is found to be fraudulent may be passed to the Procurator Fiscal and may be subject to criminal prosecution. We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of the information to prevent or detect crime or to protect public funds in other ways, as permitted by law. These third parties include Government Departments, Local Authorities and Credit Reference Agencies.

**NOTE:** - It would assist the Council if you notify the Head of Financial Solutions in the event of a change of address.

Signature of  
Liable Person: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_.