

Request for Backdating of Housing/Council Tax Benefit

Your name:

Your address:

Your benefit reference number (where known):

What is backdating?

Backdating is when you submit a form to claim benefit and, you want to be paid for a period before you put the claim in. For example, you make your claim on 20th May 2004 but you want the claim to start from 6th February 2004. Claims can be backdated for up to 26 weeks. But, there are two conditions

1. You must apply in writing
2. You must show that you had continuous good cause for your failure to claim earlier.

What is continuous good cause?

There is no list of what “good cause” is. But whatever “good cause” you give, you must also provide evidence of the “good cause” and show that it carried on throughout the period you want your claim backdated. For example you may claim that

1. You were ill and had no one else to claim for you.
2. You could not reasonably have been expected to know your rights. This would usually be if there had been a recent change in the relevant rules.
3. Your age, inexperience, language difficulties etc made it difficult for you.
4. You were wrongly advised that you were not entitled.
5. You were unable to manage your affairs and did not have an appointee.

The above list is not exhaustive and only shows some examples of what could be “good cause”.

What date do wish your Housing/Council Tax Benefit to be backdated to?

Please give details of your “good cause”, and provide evidence of the “good cause” for the whole of the period you are asking for your claim to be backdated.

My benefit claim should be backdated because:

I enclose the following evidence of “good cause”;

Your signature

Name of person completing form:

Address:

Signature:

If someone else has filled this form in for you please get them to write their name and address below, and to sign where indicated.