

Request for Backdated Housing and/or Council Tax Benefit



Housing / Council Tax Benefit is usually awarded from the Monday following the date that your application form has been received by the Local Authority. Sometimes we can pay you benefit for a period before the date that you have claimed. For customers under pensionable age we are able to consider backdating your claim for a period of up to 6 months (this is 6 months from the date that written request is received).

If you would like us to consider awarding your claim from an earlier date, you will need to make a backdate request. A backdate request is looked at on an individual case basis. You can use this form to make your backdate request. In order for us to consider a backdate request please note the following points:

- The person receiving the Housing / Council Tax Benefit must make the request
- The request must be made in writing and signed – you can do this by using this form
- You must state the **exact** period that you would like us to consider backdating your Housing / Council Tax Benefit claim from
- If you are under pensionable age you can ask us to backdate your claim for a period of up to six months from the date that written request is received
- You must provide evidence (of income, capital etc) for the period which you would like backdating for (**please note that photocopies are unacceptable**)
- You must show “**continuous good cause**” as to why you did not claim earlier

Note: "continuous good cause" – This means any reason that prevented you from claiming Housing / Council Tax Benefit for the earlier period. The reason which you give must apply for the whole period that you would like us to consider backdating your claim for.

Request for Backdated Housing and/or Council Tax Benefit

Our Ref:
Claimant name:
Claimant address:

Telephone:

I would like you to consider backdating my Housing / Council Tax Benefit for the period:

From

To

I was unable to submit my claim for Housing / Council Tax Benefit for the above period because:

Claimants Signature

Date

Continue on a separate page if you wish