



# Housing Benefit and Council Tax Reduction

## Request for Backdating of Benefit

Please fill in this box in **CAPITALS**

Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Official use only	
Date issued	/ /
Date received	/ /
Date returned (if different)	/ /
Claim number	
Date action taken	/ /
HB No.	

**Type of Benefit to be backdated :-** (please tick)

**Council Tax Reduction**

**Housing Benefit**

From

From

To

To

Please give reasons for your request for backdating (please write on a separate sheet if necessary) showing good cause why the claim was not made previously:

I/we would be grateful if you would take the above facts into account and consider this request for backdating of benefits/reduction. I/we confirm that all of this information is true.

Signature

Date

Signature

Date

**Please enclose any supporting information with your claim, such as a letter from – Doctor, Social Worker, DWP etc.**

## Backdated Benefits

When you apply for Housing or Council Tax Reduction, your benefit will normally be worked out from the Monday after we receive your claim.

We may be able to pay you benefit from an earlier date, if there was a good cause for the delay in making your claim. Benefit can be backdated for up to:-

- **3 months if you are Pension Credit age**
- **1 month if you are working age**

Counting back from the date we receive your written request for backdated benefit.

## What is a good cause?

You should give as much information as you can for the whole of the time you want your benefit backdated. If you have more than one reason for not claiming sooner, you must tell us about all those reasons.

Each application will be looked at on its own merits.

These are some reasons which on their own are not normally considered as good cause for backdating an application:

- having arrears of Council Tax or rent and you need the benefit to pay them
- mislaying or forgetting to post the application form
- not claiming because you thought you would not qualify.

Each claim will be looked at separately and *remember*, the more information you can give us the better.

## What will happen next?

We will make a decision based on the facts you supply. We will write to you to tell you if your claim for benefit will be backdated.

## What do I do if I do not agree with your decision?

If you disagree with our decision you can write and ask us to look at your claim again. You must contact us within one month of the date on the decision letter. You can also phone, write or visit us and ask us to explain the decision. You can also ask for a written statement of reasons which will show more information about the decision.

If you are still not satisfied, you can appeal. Please contact us and we will give you more information.

## Please return this form to:-

Benefit Section  
Comhairle Nan Eilean Siar  
Town Hall  
Point Street  
Stornoway  
Isle of Lewis  
HS1 2XF

benefits@cne-siar.gov.uk