Housing Benefit and Council Tax Reduction

Request for Backdating of Benefit

Please fill in this box in CAPITALS

Name
Address
Postal Code
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 / /  
To / /  

From / /  
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

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. More information can be found at https://www.cne-siar.gov.uk/your-council/data-protection/