



5. Reason for not claiming earlier (if you need more space, please attach a separate sheet)

6. I declare the information I have given is correct and complete.

Signature

Date

▶ HOUSING and COUNCIL
TAX BENEFIT:
Backdating Your
Claim

▶ Babergh District Council



▶ Housing and Council Tax Benefit

▶ WHAT DOES "BACKDATING" MEAN

If you have claimed benefit but would have claimed sooner if you could have, you can ask the Council to backdate your claim. This means that the Council would treat your claim as if it had been received on an earlier date.

If you need your claim to be backdated, you need to ask for this in writing, explaining the reasons why.

For the Council to be able to backdate your claim, you need to show that you had "good cause" throughout the whole of the backdated period, as to why you were unable to claim during that time.

▶ WHAT IS "GOOD CAUSE"?

Within benefit regulations there is no set list of circumstances that can be considered as "good cause". Each claim for backdated benefit is considered on individual circumstances, and the reasons why you were unable to claim will be looked at separately.

The Council will also look at other things that may have affected your ability to claim benefit sooner, such as your age, health, whether you had been wrongly advised, being in hospital and any other relevant circumstances. It is very important that you give the Council as much information as you can. The Council treats all the information you supply in the strictest confidence.

▶ Housing and Council Tax Benefit

BACKDATING CLAIM FORM

Housing Benefit and Council Tax Benefit

1. Are you claiming Housing Benefit?

Are you claiming Council Tax Benefit?

2. Your full name

3. Your present address

4. The date from which you wish to claim

▶ Housing and Council Tax Benefit

▶ Housing and Council Tax Benefit

▶ WHAT IS NOT “GOOD CAUSE”?

Some things may not be considered as "good cause" for a late claim, for example:

- If you did not know you could claim benefit.
- If you knew that you could claim benefit but decided not to.
- If you had a claim form but lost it.
- If you had filled in a claim form but did not send it or bring it in straightaway.

This list is not exhaustive.

▶ HOW FAR CAN BENEFIT BE BACKDATED?

From the date the Council receives your request, benefit can only be backdated for a maximum period of up to fifty-two (52) weeks.

▶ Housing and Council Tax Benefit

▶ WHAT CAN YOU DO IF YOUR CLAIM IS UNSUCCESSFUL?

If your claim for backdated benefit is turned down and you disagree with the decision, you can ask for an explanation of our decision.

If you do not agree with the explanation, you can ask for the decision to be revised. Your claim will be looked at again, taking into account any relevant facts. If appropriate, we will change the original decision.

If you are still unhappy, you can appeal against the decision to an independent appeals tribunal.

▶ WHAT DO I DO NOW?

If you wish to make a claim for backdating, please complete the form included with this leaflet as soon as possible and return it to:-

**Babergh District Council
Revenues Division
Corks Lane
Hadleigh
IPSWICH
IP7 6SJ**

▶ Housing and Council Tax Benefit

▶ HOW CAN I GET FURTHER INFORMATION?

▶ IF YOU REQUIRE FURTHER INFORMATION PLEASE CONTACT:

Revenues Division
Babergh District Council
Corks Lane
Hadleigh
IPSWICH
IP7 6SJ

Telephone:

(01473) 825898 or
(01473) 826605

Email:

benefits@babergh.gov.uk