



South Bucks District Council

APPLICATION FOR BACKDATED BENEFIT

Please print off this form and send it to: -

South Bucks District Council
Capswood
Oxford Road
Denham
Bucks
UB9 4LH

Name.....

Address.....

Claim Number.....

Guidance Notes

If you feel your claim for Housing / Council Tax Benefit should have been paid from an earlier date you need to request for your claim to be backdated.

Your request for **Backdated Benefit** must be made in writing. Housing / Council Tax Benefit can only be backdated a maximum of 52 weeks from the date of the request and good cause must be proven.

You will need to provide the reasons why you failed to make a claim earlier and provide evidence to prove that the good cause lasted **throughout the period of your backdate request**.

Examples of good cause are, if you did not immediately claim (or reclaim) Housing Benefit / Council Tax Benefit after leaving hospital, if you were ill and had no-one to claim on your behalf, if you could not have reasonably been expected to know your rights. If you can provide evidence to support your reasons for backdated benefit such as medical evidence, i.e. a letter from your GP, letter from your social worker etc. it will enable the benefits section to advise you of a decision more quickly. Any information received will be held in confidence.

The benefits section will consider your application for backdated benefit and you will be notified in writing of the decision made.

If you wish to apply for backdated benefit, please give your reasons overleaf. If you require more space please use a separate piece of paper.

Data Protection Statement

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1988

This Authority is under a duty to protect the public funds that it administers and, to this end, may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds, solely for these purposes.

I wish to apply for backdated benefit to be considered for:
(please tick box or boxes)

Housing Benefit

Council Tax Benefit

Date you would like your claim backdated to.....

Reason why I wish my claim to be backdated

Signed..... Date