

Backdate Form

Your full name:

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Your full address:

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Your claim number:

Your previous address:

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1 What date do you want your benefit to start?

Benefit claims can only be backdated:

A maximum of 1 month for Housing Benefit working age customers - provided that good cause can be proven as to why you did not apply for benefit sooner

Unlimited for Council Tax Support working age customers - provided that good cause can be proven as to why you did not apply for benefit sooner

A maximum of 3 months for state pension credit age customers - this backdate is automatically granted provided that you qualify for benefit based on your income and capital at the time

"Good cause" would cover areas such as -

You have been seriously ill or in hospital meaning you could not physically make a claim for benefit

You were given incorrect advice by the Jobcentre Plus or the Department for Works and Pension

You have difficulty with reading and writing and there is no help available to you

Please note each case has to be judged on an individual basis.

2 What was your income during this period? (Please send in full details and proof of your income from the date you want your claim to be paid from, to the date your housing/council tax benefit actually started.)

3 Did you make a claim during this time?

Please tick the relevant box:

YES Please go to Question 5

NO Please go to Question 4

4 Was there anyone else who could have filled in the form for you? (partner, relative, a social worker, or a friend for example)

Please tick the relevant box:

NO Please go to Question 7

YES Please say who _____

If yes, why did they not make the claim for you

5 Where did you get the claim form from?

Please say where ...

6 How did you return the form to us?

Please tick relevant box and give date:

By post to Preston City Council, Town Hall Date _____

Handed in at the Council's Contact Centre Date _____

Through your landlord or housing association Date _____

Please give details: _____

Any other way, such as the Jobcentre plus or benefits agency.

Please say when and give details Date _____

7 This page is very important.

The information you give on this page will help us to decide whether or not you can have backdated benefit.

Please use the space below to give your reasons. You can add more pages of your own if there is not enough space. Please provide any evidence to support your application for backdated benefit. For example: if suffering ill health a note from your Doctor.

If you need help or advice with this question, please telephone Preston (01772) 906903 or call into the Contact Centre. We will be happy to help you.

8 Did you ask about entitlement to benefit before making any claim?

Please tick relevant box and give date:

The counter at the Council's contact center Date: _____

By post to Preston City Council Date: _____

At the Welfare Benefits office Date: _____

Your Community Gateway Housing Association office Date: _____

Please say which one: _____

Somewhere else Date: _____

Say where _____

By telephone Date: _____

Say where to _____

By email to benefits@preston.gov.uk

9 Please read carefully and sign this statement.

Preston City Council will use your information for the administration of Housing and Council Tax Benefit and in a manner compatible with the Data Protection Act. Any disclosures or sharing of information will only take place where required or permitted by law. For further information please visit www.preston.gov.uk

DECLARATION

I declare that the information I have given is correct and complete.
I give the Council my permission to check any information on this form that they want to.

I know that if I give false information I can be prosecuted.

Your signature

Date:

10 Please say if anyone helped you fill in this form.

Please tick

NO

YES If yes, please say who helped you _____

Signature of person who helped you _____

Or name of officer who completed form _____

What happens next...

We will look at all the details you have given and decide whether or not your claim can be backdated under benefit rules. The benefit rules are set by the Government.

We will send you a letter to tell you what we have decided.

If your claim is not backdated, you have the right to ask for a revision against the decision. (See leaflet 'How to Appeal' or contact our office for more details).

**Housing Benefits
Preston City Council
Town Hall
Lancaster Road
Preston, PR1 2RL**

