

# Application for backdated Housing Benefit and Council Tax Reduction



## About Backdated Benefit

Benefit will generally only be awarded from the Monday following the date we received your claim form or from the Monday following the date that you first told us you wished to make a claim.

However we can sometimes pay Backdated Benefit for a period prior to the date you claimed if you can show that you had a good reason or "good cause" for not being able to claim earlier. Examples of "good cause" may include the following:

- You were ill and no-one else could claim for you
- You did not understand you could claim because of your age or language difficulties
- You were not able to manage your own affairs at the time
- A close relative had died

These examples are only a guide to help you. Each case is looked at individually and a decision is made based on the personal circumstances of each customer. If you simply forgot to claim or did not know that you could claim, this would not normally be classed as "good cause" on its own.

From the 1st of April 2016, Housing Benefit can only be backdated for a maximum of one month prior to the date the claim for backdated benefit is received.

## Pension age customers

If you are of pension age, then backdating will be automatically considered for a maximum of 3 months to the date of application, but only back to the day you reached pension credit age or the day you became liable for rent if this is later.

## Working age customers

From the 1st April 2023, Council Tax Reduction can be backdated for up to 12 months from the date of request.

Name

Address

Benefit Reference  Tel No: (optional)

### How to claim Backdated Benefit

To make an application for backdated benefit, please complete the details below. It is important that you give as much information as you can so that we are aware of all the facts when we deal with your claim.

1. Please tick to show which benefit you would like to have backdated:

Housing Benefit  Council Tax Reduction  Both

2. Please give the period that you wish to claim backdated benefit for:

From ..... To .....

3. **Please give reasons why you were not able to make your claim earlier than you did.**

Give as much information as you can so that we are aware of all the facts. Use an additional sheet of paper if necessary. You may provide supporting evidence if you think this would help - for example, a letter from your doctor or care worker etc.

.....

.....

.....

.....

.....

.....

.....

### Data Protection Statement

The Council processes your personal information in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given. We may pass on your personal information to law enforcement and counter fraud agencies who may use your personal data for the purposes of crime prevention and/or detection.

For further information on how we process your personal information, please refer to our Privacy Notice: [www.northyorks.gov.uk/privacy](http://www.northyorks.gov.uk/privacy)

Signature

Dated  /  /

Please return this form to:  
The Benefits Office, PO Box 148, Town Hall, St Nicholas Street, Scarborough, YO11 2ZH  
tel 0300 131 2 131 • email [benefits.office.sca@northyorks.gov.uk](mailto:benefits.office.sca@northyorks.gov.uk)