

Derbyshire Dales

District Council

Housing and Council Tax Benefit

Backdated Benefits

In this booklet:

- *how to apply*
- *application form*

plain English
approved
by the word centre

**DERBYSHIRE
DALES**

DISTRICT COUNCIL

What is backdated benefit?

When you apply for Housing or Council Tax Benefit, 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 52 weeks before the date we receive your written request for backdated benefit.


What is a good cause?

A good cause is any reason that stopped you from making a claim for benefit earlier.

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.

- the death of a close relative
- you or a member of your household was in hospital, seriously ill, under stress or under emotional pressure which led to a delay in making your claim
- you were given wrong or misleading information from an official person, for example council officers, the Department for Work and Pensions or an advice agency
- you have problems communicating or understanding and there is no one to help you
- you were waiting for a decision on another benefit.

These are not the only reasons we will treat as being a good cause for backdating. 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.

Again, each claim will be looked at separately and **remember**, the more information you can give us the better.

How do I claim?

Fill in the application form in the middle of this leaflet, sign the declaration and then send it back to us as soon as possible. You can also write us a letter asking us to backdate your benefit. If you do this, you must include the period you want the claim to be backdated for and give your reasons for not claiming earlier.

Send the application form or your letter to the address on page 11 of this leaflet.

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.

Strictly Confidential

Application for benefit to be backdated

Fill in and pull out this form and send it back to us at the address on page 11 of this leaflet

Title

Your Surname

All other names

Your date of birth

National Insurance (NI) number

Get this from your NI number card, payslips, tax papers or other letters from social security

Your Address

Daytime phone number

What date do you think your benefit should start from?

Why do you think your claim for benefit should be backdated?

I think my claim for benefit should be backdated because:

Continue over the page

A large rectangular area with a thin red border, containing 20 horizontal red lines spaced evenly down the page, serving as a writing template.

Declaration and warning

If you give false information, or you do not tell us information that is relevant, you may be prosecuted under the Theft Acts 1968 and 1978 or the Social Security Act 1992.

Declaration

- The information I have given is true and complete.
- I authorise the local authority to check the information if they want to.
- I will write and tell you if there are any changes in my circumstances or my household's circumstances.
- I understand that my application may not be considered if I do not give all the information you have asked for.

We must protect the public funds we handle and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations which handle public funds. This information may be given to other departments within the council.

The information may also be used for statistical surveys. This means we may pass this information, in confidence, to the Department for Work and Pensions and agencies working on our behalf.

Do not delay in sending back this form otherwise your benefit may be affected

You must sign the declaration below

I have read the declaration and warning above and declare that to the best of my knowledge and belief, the information shown on this form is true and complete.

Your signature Date

Your partner's signature Date



We will look again at our decision if you ask us to. Please write to us saying why you do not agree with the decision.

Do I have to tell the council of any changes?



YES: If your circumstances change in any way, the law says you must tell the benefits section immediately

Would you like more information?



If you would like more information please phone the Housing and Council Tax benefit section on the following number.

01629 761188



Derbyshire Dales District Council
Benefits Section, Corporate Services
Town Hall, Bank Road, Matlock
Derbyshire DE4 3NN



Website address:
www.derbyshiredales.gov.uk



Our Benefits Office is open during the following hours:

Monday - Friday
9.00am to 5.00pm

You can write to us at:

Derbyshire Dales District Council
Benefits Section
Corporate Services
Town Hall,
Bank Road, Matlock
Derbyshire DE4 3NN

Telephone
01629 761188

Fax:
01629 761148

You can email us at:
benefits@derbyshiredales.gov.uk

Website address:
www.derbyshiredales.gov.uk

FRAUDLINE

*Do you know someone who
is falsely claiming benefit?*

If you do please tell the
Benefit Investigation Unit
on the fraudline number

01629 761330

