

Housing Benefit & Council Tax Support

Backdated Benefits

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- Application form



Amber Valley
Borough Council

What is Backdated Benefit?

We can usually award benefit from the Monday after the day we get your claim. Sometimes, we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim before. If you are of pension age we can only backdate benefit up to 3 months from the date we get your claim. If you are of working age we can only backdate benefit up to 1 month from the date we get your claim.

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. Some examples of reasons why you didn't claim earlier are as follows:

- The death of a close relative.
- You or a member of your household were 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.

The following 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 10 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 of 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 reason 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 10 of this leaflet.

Title	Mr / Mrs / Miss / Ms
Your surname	
All other names	
Your date of birth	

National Insurance (NI) number	<input type="text"/>							
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You can get this from your NI number card, payslip, tax papers or other letters from Social Security.

Your address

Daytime telephone number	
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What date do you think your benefit should start from?	
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Declaration & warning

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they should sign this declaration as well.

Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Support (or both). You may check some of the information with other sources within the council, rent offices, other councils and government organisations.
- You may use any information I have provided in connection with this and any other claim for social security benefits or Discretionary Housing Payments that I have made or may make. You may give some information to other government organisations, if the law allows this.
- You may also use any information I have provided to keep my, or my partner's, Council Tax account up to date and to award or remove any relevant discounts.
- Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, the contents of this form may have to be disclosed in response to a request. Under the Data Protection Act 1998, however, your own personal data will be processed and held securely and not be released to unauthorised third parties without your consent, except where the law allows. The council may, however, disclose your personal information to other local authorities and governmental departments and agencies for data-matching purposes with a view to the possible prevention and detection of fraud, corruption, money laundering and other forms of crime and for the proper administration of your affairs, where appropriate.

I know I must let you know of any change in my circumstances or the circumstances of anyone in my household which might affect my claim. **I know** I must let you know of any change as soon as I know about it.

I declare the information I have given on this form is correct and complete.

Your signature: _____ Date: _____

Your partners signature: _____ Date: _____

Information & contact details

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 Benefit section on the following number: **01773 841470**

Amber Valley Borough Council

Benefits & Revenues Service

PO Box 1

Town Hall

Market Place

Ripley

Derbyshire

DE5 3BT

Website: www.ambervalley.gov.uk

E-mail: benefits@ambervalley.gov.uk

English

This document is available in alternative formats (including audio and large print) and other languages on request. Please call 01773 570222 or send a email enquiries@ambervalley.gov.uk

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ ਮੰਗ ਕੇ ਹੋਰ ਰੂਪਾਂ ਵਿਚ (ਜਿਵੇਂ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ) ਅਤੇ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਵੀ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਹਦੇ ਲਈ, ਕਿਰਪਾ ਕਰਕੇ ਨੰਬਰ 01773 570222 'ਤੇ ਫ਼ੋਨ ਕਰੋ, ਜਾਂ ਇਸ ਪਤੇ 'ਤੇ ਈਮੇਲ ਭੇਜੋ - enquiries@ambervalley.gov.uk

Cantonese

本文件可以按要求製作成另外的格式 (包括錄音帶及特大字體) 和翻譯成其他語文。請致電 01773 570222，或發送電郵至 enquiries@ambervalley.gov.uk

Hindi

"यह दस्तावेज़ मांग करने पर (आडियो और मोटी छपाई समेत) वैकल्पिक रूपों और अन्य भाषाओं में उपलब्ध है। कृपया 01773 570222 पर फ़ोन करें या enquiries@ambervalley.gov.uk पर ईमेल भेजें।"

Urdu

یہ دستاویز گزارش کرنے پر متبادل صورتوں (جس میں ٹیب پر ریکارڈ شدہ اور علی حروف میں ہوا شامل ہے) اور دیگر زبانوں میں دستیاب ہے۔ براہ مہربانی ٹیلیفون نمبر 01773 570222 پر فون کریں یا ای میل ایڈریس enquiries@ambervalley.gov.uk پر ای میل بھیجیں۔

Polish

Na żądanie, dokument ten jest do uzyskania w różnych formatach (łącznie z wersją dźwiękową i dużym drukiem) oraz w innych językach. Prosimy o zatelefonowanie pod numer: 01773 570222 lub wysłanie maila do: enquiries@ambervalley.gov.uk.

Our Benefits Office is open during the following hours:

Monday, Tuesday, Thursday & Friday: 9.00am - 4.30pm
and on Wednesday: 10.00am - 4.30pm

You can write to:

Amber Valley Borough Council
Benefits & Revenues Service
PO Box 1
Town Hall
Market Place
Ripley
Derbyshire DE5 3BT

Tel: 01773 841470

Fax: 01773 841462

For independent advice you could contact the following:

Citizens' Advice Bureau: 0300 456 8390

Welfare Rights: 01629 531535

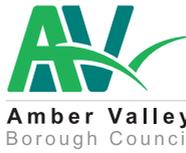
FRAUDLINE

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

If you do, please inform the Benefit Investigation Unit on:

The Fraudline number: **01773 841466**

or contact The National Fraud Line on: **0800 854 440**



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