

# ***North Wiltshire District Council***

## ***Backdate Claim Form***

Benefit is normally awarded from the Monday following the date upon which the claim is made. If a claim is made late, and backdating is requested, the law requires the Claimant to prove to the Council that there is "**Good Cause**" for not claiming at the correct time e.g. Claimant may have been in hospital.

The Council cannot automatically backdate Benefit claims. It should also be noted that even if "**Good Cause**" is proved, the law states that no claim can be backdated by more than 52 weeks before the date the claim was made. As a general rule, Claimants are expected to realise that they may have rights to Benefits, and to make enquiries to find out what those rights are and when they should be exercised.

Housing and Council tax benefit are established under Social security Legislation. The following examples **do not show** "Good Cause" for the backdating of Benefit:

- Claimant believed that no Benefit would be payable.
- Claimant believed that period of unemployment would be brief.
- Claimant believed that period of illness would be brief.
  - Claimant ignorant of the right to claim Benefit.
- Negligence, thoughtlessness or lack of interest by the Claimant.

If you have submitted a late claim for Housing Benefit and/or Council Tax Benefit and you think your claim should be backdated, you will need to complete the details on the reverse of this letter and return to the Council as soon as possible.

**North Wiltshire District Council**

**Backdate Claim Form**

**Name:**

**Address:**

**Claim Reference:**

**What Period are you asking for your Benefit to be backdated for?**

**From:**

**To:**

**Please provide details of the circumstances and reasons for backdating, and provide supporting evidence where possible (E.g. Medical certificate):**

**DECLARATION**

**I declare that to the best of my knowledge the information given on this form is true and complete. I authorise the Council to verify the information if they wish to do so.**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please return this completed form to Housing Benefits, Customer Services, North Wiltshire District Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER.**