

Revenues and Benefits Service
Hackney Service Centre, 1 Hillman Street, London E8 1DY
Phone enquiries: 020 8356 3399
Fax: 020 8356 3655 **Textphone:** 020 8356 3725
Counter enquiries: Monday to Friday 9am to 5pm
Email: benefits@hackney.gov.uk
Website address: www.hackney.gov.uk

Please write your Hackney Housing Benefit or Council Tax Reduction number in this box if you know it.

Backdating your claim for Housing Benefit or Council Tax Reduction

If you get Housing Benefit or Council Tax Reduction but would have made a claim sooner if you could have, you can ask us to backdate your claim.

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. This reason must have lasted throughout the whole period that you want us to backdate your claim for benefit.

Housing Benefit can be backdated for up to a month, and Council Tax Reduction for up to six months if you are of working age. If you want us to consider paying your claim from an earlier date, tell us the dates you want to claim from and why you did not claim earlier. People of pensionable age may have their claims backdated for three months.

If you believe we should backdate your claim, you must write and tell us your reasons for not claiming sooner. You can use the form that is attached to this leaflet to ask us to backdate your claim.

What would be a 'good reason'?

We look at each case for backdating claims individually. There is no set list of circumstances that count as a 'good reason' for not having claimed sooner.

We look at things that may have affected your ability to claim sooner, such as your age, and your health and other circumstances.

What reasons might you accept?

Here are some examples of reasons we may accept. (This is not a complete list.)

- If you have been in hospital
- If you have severe and ongoing health problems
- If someone close to you has died

Whatever the reason, you will have to give us evidence, including, for example, medical certificates or hospital attendance records. This is not a complete list of the evidence we need. If we need more evidence we will write to you.

What details do I need to give you?

You must give us:

- evidence of your reason for not making your claim for Housing Benefit or Council Tax Reduction earlier; and
- proof that this reason lasted throughout the whole period that you want us to backdate.

We will not normally accept that you did not know you were allowed to claim as a good enough reason to backdate your claim.

It is important that you give us as much information as you possibly can. We do not share any information that you give us with anyone.

What can I do if you do not accept my claim?

If we turn down your request to have your claim backdated and you disagree with the decision, you can ask us to explain our decision.

If you still disagree with us and the explanation that we give you, you can ask us to change our decision. A different officer will look at your claim again to consider all the relevant facts.

We will change our original decision if it is appropriate.

When we have looked at it again we will send you our decision. If you still disagree, you have a right to make an appeal to an independent body. We will give you more information about this with our decision.

Where can I get more information, help and advice?

If you want any more information and advice, please phone us on 020 8356 3399 or e-mail us at benefits@hackney.gov.uk If you have hearing difficulties, call 020 8356 3725 for our text phone service.

Declaration

I declare that the information I have given is correct and complete. I understand you may prosecute me if I have given false information. I agree that you (the council) can check the information I have given, and that you may ask other council departments, benefit authorities and the Home Office if this information is true. You may also use this information to collect Council Tax if needed.

If I give information that is incorrect or incomplete, or I fail to tell you about a change in my circumstances which may affect the claim, I may be prosecuted under the Social Security Administration Act 1992 (as amended), the Theft Act 1968, or prosecuted or subject to Financial Penalty under The Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Your signature:

Date:

Your partner's signature:

Date:

If you are filling in this form on behalf of someone else, please sign and date below.

Signature:

Date:

Name IN CAPITALS:

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

Bengali

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক দিন, এই পাতার নীচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নীচের ঠিকানায় ফেরত পাঠান।

Somali

Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose.

French

Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous.

Spanish

Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección.

Kurdish

Ger hun dixwazin bizanibin ku ev dokument çî dibêje, ji kerema xwe qutîka minasib îşaret bikin, nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin.

Turkish

Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin.

Polish

Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres i nr telefonu w dolnej części niniejszej strony i przeslij na poniższy adres.

Vietnamese

Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây.

Urdu

اگر آپ یہ جاننا چاہتے ہیں کہ اس دستاویز میں کیا کیا ہے تو برائے مہربانی مناسب باکس میں صحیح کا نشان لگائیں اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے تحریر کریں اور اسے نیچے دیئے گئے پتہ پر واپس بھیج دیں۔

Chinese

如果你想知道這分文件的詳細內容，請在方框內打鉤，在本頁下面寫下你的名字、地址和電話號碼並寄到下面的地址。

Hebrew

אם ברצונך לדעת, מה כתוב במסמך שלפניך, נא לסמן את המשבצת המתאימה, כתוב/ כתבי את שמך, כתובתך ואת מספר הטלפון שלך בתחתית העמוד, והחזר / החזירי אותו לכתובת המופיעה למטה.

Yiddish

אויב איר ווילט אויסגעפינען וואס ס'שטייט אין דעם דאקומענט, זייט איר אזוי גוט און שרייבט אן אַ טיק-צייכן אין דעם פּאַסיקן קעסטעלע, און שרייבט אן אייער נאָמען, אַדרעס און טעלעפֿאָן-נומער אונטן אויפֿן זייטל, און שיקט דעם צום אַדרעס וואָס אונטן.

If you would like this document in any of the following formats or in another language not listed above, please complete and send the form to the address below.

In large print

In Braille

On Disk

On audio tape

In another language, please state:

Name:

Address:

	Tel:
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**Return to: Benefits and Housing Needs, Hackney Service Centre,
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