



## **Backdated housing benefit and/or council tax reduction**

A claim is normally treated as received on the date it arrives at the local authority ie Norwich City Council. There are some exceptions for people who are also claiming job seeker's allowance (income based), income support or incapacity benefit and who have made a claim at Jobcentre Plus. There may also be exceptions for people claiming guarantee pension credits who have completed a claim with the pensions service.

In some circumstances a claim can be treated as submitted from an earlier date than the date it was actually received. This is referred to as backdated benefit. For benefit to be backdated you must have a good reason(s) (which covers the whole of the backdating period) for not making your claim earlier. This means that it is important that you give as much detail as possible about all the reasons that may have stopped you making a claim earlier. You must give dates about when events happened.

It will help your request for backdating if you can provide supporting evidence. This may be a letter from such people as your doctor, social worker, probation officer etc.

**Remember** – It is up to you to prove that housing benefit/council tax reduction should be backdated. It is not automatically awarded.

Please complete this form and return it to us at the address below.

Benefits  
City Hall  
Norwich  
NR2 1NH

It is helpful if you give as much information as possible and supply any evidence in support of your backdate request.

Please complete the following:

Name \_\_\_\_\_

Current address

Backdated address  
(if different from current address)

I would like you to consider backdating my housing benefit/council tax reduction from the following date: (must be after 1 April 2013)

from 1 April 2013 to \_\_\_\_\_

If your request includes a period before 1 April 2013 please declare that period below:

I would like you to consider housing benefit/council tax benefit between the following dates:

\_\_\_\_\_ to 31 March 2013.

I could not submit a form earlier because:

During this time my income was: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



If you require this form in another language or format, eg large print, audio cassette or Braille, please call 0344 980 3333 or email [info@norwich.gov.uk](mailto:info@norwich.gov.uk)