

How to claim Backdated Benefits and Reductions

What is backdating Benefit?

Housing Benefit and Council Tax Support are normally awarded from the Monday following the day your application is received by the Benefit Service. However, the law allows us to make an award from an earlier date if you have a good reason (good cause) for not applying earlier.

For working age claims, we can only backdate your Housing Benefit for up to one month and your Council Tax Support for up to six months from the date you request this. You must give a good reason why this should be done.

What is good cause?

Some examples are:

- Death of a close relative.
- Being in hospital or seriously ill.
- Being wrongly advised by a person who should have known better, ie Council staff.

It is NOT good cause simply not applying.

East Herts and Stevenage Benefit Service

**My Benefit reference number
(if known)**

Name

Address

I claim Housing Benefit

No

Yes

**I would like my Housing
Benefit backdated to (date):**

I claim Council Tax Support

No

Yes

**I would like my Council Tax
Support backdated to (date):**

**My reason for this request is:
(if you need more space, please
attach a separate sheet)**

I declare that the above information is correct

Signature

Date

Please complete, print and return this form as soon as possible to:
The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ
Alternatively click the send button below. This will open your email application and
attach as a new message.



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to www.eastherts.gov.uk/dataprotection or contact the Council's Information Management team by email on foi@eastherts.gov.uk or by telephone on 01279 655261.



Independent Advice is available from your local Citizens Advice Bureaux

Bishop's Stortford

74 South Street
Bishop's Stortford
CM23 3AZ

Buntingford

Manor House
High Street
Buntingford
SG9 9AB

Hertford

Council Offices
Wallfields
Pegs Lane
Hertford
SG13 8EQ

Sawbridgeworth

Town Council Offices
Sayesbury Manor
Bell Street
CM21 9AN

Ware Outreach

20 Tudor Square
West Street
Ware SG12 9XF

Stevenage

Swingate House
Danestrete
Stevenage
SG1 1AF

Hertfordshire telephone advice line

03444 111 444
10am-4pm Monday - Friday
www.ehcas.org.uk

Information

If you would like a translation of this document in another language, large print, Braille, audio, or electronic, please contact us:

For East Herts Council

01279 655261

Charrington House

Bishop's Stortford CM23 2EN Mon - Fri 8:30am - 5pm

Council Offices, Wallfields, Tues 8:30am - 4pm

Pegs Lane, Hertford SG13 8EQ Weds 8:30am - 12:30pm

For Stevenage Borough Council

01438 242440

Customer Services Centre,

Daneshill House, Stevenage,

Herts SG1 1HN

Mon - Fri 8:30am - 5:30pm

Email: benefits@hertspartnership-ala.gov.uk

Fax: 01992 531442

www.eastherts.gov.uk www.stevenage.gov.uk

We will provide signers, lipspeakers and deaf blind interpreters by appointment.

(We need to see original documents. If you visit our office we will verify and copy your documents for you)