

Name	Are you an Owner/Occupier? <input type="checkbox"/>
Address	Are you a Private Tenant? <input type="checkbox"/>
	Are you a Cross Keys Tenant? <input type="checkbox"/>
Claim Reference Number	Are you a Housing Association Tenant? <input type="checkbox"/>

Please read the details on the reverse of this form before completing this part

Period Benefit(s) required **From:** _____ **To:** _____

The reason I did not claim earlier was.....

(You may use an additional sheet if required)

Declaration: (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.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both.
- You may check some of the information with other sources within the Council, Rent Offices, and other Councils.
- You may use any information I have provided in connection with this, and any other claim for Social Security benefits that I have or may make. You may give some information to other Government organisations, if law allows this.

I know I must let the Council know about any changes in my circumstances, which may affect my claim.

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

Signed: _____ Date: _____

If this form has been filled in by someone other than yourself, please ask that person to sign below.

Signed: _____ Date: _____

RELATIONSHIP TO THE PERSON CLAIMING: _____

BENEFITS SERVICE

BACKDATED CLAIMS



HOUSING BENEFIT & COUNCIL TAX BENEFIT

Leaflet – BF8

Growing the right way for
a bigger, better Peterborough

Housing Benefit or Council Tax Benefit is normally awarded from the Monday following the date on which the Council get your form.

Benefit can be backdated for up to 52 weeks if you can give good reason why you did not apply earlier.

You will need to provide full details, together with any supporting evidence, to explain the reasons you did not apply for Housing Benefit and/or Council Tax Benefit at the correct time.

DATA PROTECTION

- The information collected, on this form and from supporting evidence, will be used to process your claim for Housing Benefit and/or Council Tax Benefit. The information may be passed to the DWP, Pension Service and Her Majesty's Revenues and Customs as permitted by law.
- We will not disclose information about you to anyone outside the Council nor use information about you for other purposes unless the law permits us to do so.
- Peterborough City Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at the Benefits Office.

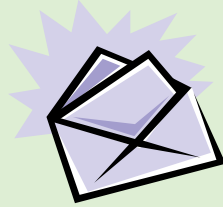
When completed, please return this form to:

Benefits Section, Customer Services
Town Hall, Bridge Street
Peterborough PE1 1BF

HOW TO APPLY

Complete the slip on the back of this leaflet, sign the declaration and return to the address shown without delay. Attach all supporting evidence, e.g. medical certificates.

WHAT WILL HAPPEN NEXT?



1. You may be sent a form to complete.



2. You may be asked for more information.



3. You may be asked to visit our Customer Services Team at Bayard Place (opposite the Central Library).



4. Your benefit may be backdated without the need for more information; we will let you know.

WHAT WE WILL DO



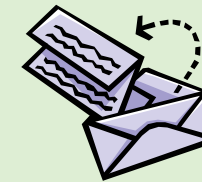
1. A Benefits Officer will look at your request for backdating of benefits.



2. A decision will be made based on all the facts.



3. We will let you know of the decision in writing.



4. You have the right to appeal against the decision.



5. This appeal must be in writing and received within 1 calendar month of our decision.