



HOUSING BENEFIT AND COUNCIL TAX REDUCTION

**Backdated Benefit Request**

An interpretation / translation service is available should you require help filling in this form please contact your local customer service point.

Ma tha sibh ag iarraidh an sgrìobhainn seo ann an cànan no riochd eile, no ma tha sibh a' feumachdairn seirbheis eadar, feuch gun leig sibh fios thugainn.

Gaelic

Jezeli chcieliby Państwo otrzymaO ten dokument w innym języku lub w innym formacie albo jeeli potrzebna jest pomoc Uumacza, to prosimy o kontakt z nami.

Polish

यह दस्तावेज़ यदि आपको किसी अन्य भाषा या अन्य रूप में चाहिये, या आपको आनुवाद-सेवाओं की आवश्यकता हो तो हमसे संपर्क करें

Hindi

یہ دستاویز اگر آپ کو کسی دیگر زبان یا دیگر شکل میں درکار ہو، یا اگر آپ کو ترجمان کی خدمات چاہئیں تو برائے مہربانی ہم سے رابطہ کیجئے۔

Urdu

ਜੇ ਇਹ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਜੇ ਤੁਹਾਨੂੰ ਗੱਲਬਾਤ ਸਮਝਾਉਣ ਲਈ ਕਿਸੇ ਇੰਟਰਪ੍ਰੈਟਰ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਤੁਸੀਂ ਸਾਨੂੰ ਦੱਸੋ।

Punjabi

本文件可以翻譯為另一語文版本，或製作成另一格式，如有此需要，或需要傳譯員的協助，請與我們聯絡。

Cantonese

## Backdated Benefit Request

**Name**

**Address**

  
  
  

**Claim Number**

**Date of Birth**

**NI Number**

We 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. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier. We will not backdate your benefit unless you have a good reason for not claiming earlier, and that good reason exists for all of the period. You must provide evidence of the reason, for example, letters from your doctor or social worker.

Please note that we cannot backdate housing benefit for any period more than 1 month for working age customers and 3 months for pension age customers, from the date of your request. Similarly, for Council Tax Reduction, we cannot backdate for any period more than 6 months for working age customers and 3 months for pension age customers, from the date of request.

**What are your reasons for not applying for Housing Benefit/Council Tax Reduction sooner?**

**What date do you wish your claim to be backdated to?**

## DECLARATION

**Please read this declaration carefully.**

This is my application for Backdating of Housing Benefit and Council Tax Reduction. I confirm that as far as I know the information I have given on this form is correct and complete. I give you permission to make any necessary enquiries to check the information on this form. I understand that if I give information that is not correct or do not tell you about any changes that might affect this application for backdated benefit, I may be prosecuted. The information may be used to prevent and detect fraud. It is also possible that this information may be shared for the same purpose with other bodies or other organisations which handle public funds.

Your signature	Date
Your partner's signature	Date

### **If someone else has filled in this form for you.**

This section must be filled in if someone else filled in the claim form for you. This includes an agent, appointee, relative or friend.

Name of the person That filled in the form	
Their signature	
Their relationship to you and reason why they filled in this form on your behalf	

### **DATA PROTECTION**

The information given in this application will be treated in confidence and will not be disclosed to any third parties, except where permitted by law or where your consent has been received. However, information may be shared amongst other departments of Argyll and Bute Council. The information will be held on our computer systems and may be used in the following ways:

- Assessment of your eligibility for Housing Benefit and Council Tax Reduction.
- Shared information for collection of council tax arrears.
- Information about landlords will be shared with other council tax departments for landlord registration purposes.

The uses of your personal information are covered by our registration under the Data Protection Act, 1998. Under the terms of the ACT, you have the right to obtain a copy of the information we hold about you, however, an appropriate fee will be payable. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Kilmory, Lochgilphead, PA31 8RT and must be accompanied by the appropriate fee.

**PLEASE REMEMBER TO COMPLETE ALL PARTS OF THIS FORM AND SIGN IT.**

**NOW RETURN IT TO YOUR LOCAL CUSTOMER SERVICE POINT.**

**PLEASE REFER TO THE BACK PAGE FOR A LIST OF ADDRESSES AND TELEPHONE NUMBERS.**

## LOCAL CUSTOMER SERVICE POINTS

If you need more information about Housing Benefit or Council Tax Reduction please contact your local customer service point below:

<b>Visit us at:</b>	
Customer Service Point Burnet Building St John Street <b>CAMPBELTOWN</b> PA28 6BJ	Customer Service Point Eaglesham House Mount Pleasant Road <b>ROTHESAY</b> PA20 9HQ
Customer Service Point Municipal Buildings Albany Street <b>OBAN</b> PA34 4AW	Customer Service Point Jamieson Street Bowmore <b>ISLAY</b> PA43 7HP
Customer Service Point The Helensburgh & Lomond Civic Centre 38 East Clyde Street <b>HELENSBURGH</b> G84 7PG	Customer Service Point 1A Manse Brae, <b>LOCHGILPHEAD</b> PA31 8RD
Customer Service Point Hill Street <b>DUNOON</b> PA23 7AP	Customer Service Point Breadalbane Street Tobermory <b>ISLE OF MULL</b> PA75 6PX
Customer Service Point The Business Centre Crossapol <b>ISLE OF TIRREE</b> PA77 6UP	Customer Service Point Scalasaig <b>ISLE OF COLONSAY</b> PA61 7YP
<b>Phone us on:</b> <b>Customer Service Centre Telephone Numbers:</b> <b>For Benefits Enquiries – 01546 605512</b> <b>For Council Tax Enquires – 01546 605511</b> <b>To Make a Payment - 01546 605515</b>	
<b>Email us at:</b> <b>enquiries@argyll-bute.gov.uk</b>	