



Revenue & Benefits
 BCP Council
 Town Hall, St. Stephen's Road
 Bournemouth, BH2 6EB

Telephone: 01202 451592
 Email:
 benefits.bournemouth@bcpcouncil.gov.uk

www.bcpcouncil.gov.uk

Council's Stamp

Reference:

Application for backdating of a claim

Guidance:

- Please write clearly in **black** ink and use **BLOCK CAPITALS**, and do not delay submitting your application.
- If you are of pension age, in most cases we automatically treat your claim as being made three months before we actually receive it. We just need the information necessary to assess your entitlement, and you do not have to show any reasons for not claiming earlier.
- If you are of working age, we can only backdate for up to one month from the date you make your request. You need to prove good cause for not having claimed earlier.
- It will help if you can supply any relevant proof in support of your application, e.g. a doctor's letter, Council Tax reminder or landlord letter (these must be original and not photocopies).
- If you have any questions, please telephone the number above. Make sure you quote the reference above when you telephone.

Your details

Your name:

Your current address: Room/Flat No./Block
 Road number & name
 Area
 Town
 Post Code

I would like backdating to be considered for the period:

/ / to / /

for (please state below the address for which backdating is requested):

Room/Flat No./Block
 Road number & name
 Area
 Post Code

BOURNEMOUTH, Dorset
BH

Your reason(s) for asking for backdating

I did not claim Housing and/or Council Tax Support at the time because *(write your reason(s) below)*:

I am claiming for this period now because *(write below the reason(s) why you have now decided to claim for this period)*:

For security reasons please list here any documents you are enclosing with this application

- 1.
- 2.
- 3.
- 4.
- 5.

Signed:

Dated:

When you have completed this form,
please return it to:
**Revenue & Benefits
BCP Council
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