SHETLAND ISLANDS COUNCIL
Finance
Charlotte House
Commercial Road
Lerwick
Shetland
ZE1 0LX

Tel: (01595) 744682 (Direct Line)

Our Reference:

Benefit Backdating Appeal

Guidance to Claimants

- Please write clearly using **BLOCK CAPITALS.**
- It will help if you can supply any relevant proof in support of your appeal e.g. a doctor's letter, Council Tax Reminder or Landlord letter (These must be original and not photocopies)
- We can only backdate if you can prove good cause for not having claimed earlier.
- It may be necessary for you to have an appointment with us to discuss your request further but we will write and let you know if this is the case.
- If you have any questions, please phone the number above or write to the Benefits Section at the above address.

Your Details

Your Name:	
Your Current Address:	

I want to appeal for backdating for the period	/ /	**to**	/ /

For (please state the address for which backdating is requested)	

Your Reason(s) for Appealing

I did not claim Housing and/or Council Tax Benefit at the time because (Write your reasons 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, please state any documents you are enclosing with this appeal

1.

2.

3.

4.

Signed		When you have completed this form, please return it to: **Shetland Islands Council, Benefit Section, Charlotte House, Commercial Road, Lerwick, Shetland, ZE1 0LX**
Date		