



RELOCATION PACKAGE

REMOVAL AND DISTURBANCE ALLOWANCES

Expenses	Allowances for Approved Expenses
1. Removal of Furniture and Effects (including insurance of goods in transit)	100%
2. (a) Sale of Residence Legal, house agent's and mortgage redemption fees (b) Purchase of Residence Legal, mortgage and survey fee	} Up to a maximum of £5,153 (exclusive of VAT)
(c) Purchase of Residence Only Legal, mortgage and survey fee	Up to a maximum of £2,575 (exclusive of VAT) payable in Special Circumstances only . Subject to approval in advance by the HR Manager in consultation with the appropriate Divisional Manager.
3. Disturbance Allowance Alteration or replacement of curtains, carpets etc.	Up to £1,250 (exclusive of VAT)
4. Lodging Allowances etc	Up to £158 per week for a period not exceeding six months. Plus Standard Class rail fare from Chichester to home every second week.
5. Travelling Allowance Under special circumstances to be agreed by the HR Manager and the relevant Divisional Manager, a travelling allowance of up to £126 per week may be payable in lieu of lodging allowance for a maximum of six months.	

Conditions

The total allowance paid to any officer shall not exceed £8,978 (exclusive of lodging allowance, rail fare, travelling allowance and VAT).

For item 1, three competitive quotations to be sought with the lowest being selected. The officer is entitled to choose other than the lowest contractor if he pays the difference in cost. For item 3, receipted accounts to be produced.

The HR Manager/HR Officer, to examine all receipts and quotations prior to authorising reimbursement.

NB: If the officer leaves the service of the Council before the expiry of three years, the following recoupment scales apply*:

Length of Stay	Recoupment
• Up to and including 12 months	100%
• 13 to 24 months	66%
• 25 to 36 months	33%

*the Director of Corporate Services may review special cases in extenuating circumstances

The application of the Scheme (which may be applied in whole or in part) is subject to **prior approval** by the HR Manager **in consultation** with the relevant Divisional Manager.

NB: ALL AMOUNTS ARE EXCLUSIVE OF VAT

These amounts will be adjusted annually in April in line with the Consumer Prices Index (CPI).

This scheme is applied regardless as to whether the applicant benefits from the **restricted** Assisted House Purchase Scheme.

If you presently live more than 25 miles away from the office where this vacancy is based the Council will consider offering a relocation package to assist you in moving to the area. To obtain support under the scheme you would normally need to move to a location within a 15 mile radius or half hour travelling distance of your new office base.

The above information is a broad guide to the Removals Scheme and is subject to interpretation by the HR Manager, and any enquiries relating to this scheme should be directed to the HR Manager.

At management's discretion the Relocation Package may still be offered to a new staff member if requested for up to 12 months after their start date if budget remains available.

All claim forms are obtainable from the Human Resources office and receipts and invoices must be provided with all claims.