

RELOCATION PACKAGE



1.0 Aim

The aim of the scheme is for the Council to provide assistance to employees who need to move to take up an appointment with the Council.

2.0 Eligibility

Employees taking up their first appointment with the Council may qualify for consideration for an allowance provided that:

- * The Appointment is to a permanent post
- * Applicants move within a 25 mile radius of their new place of employment.
- * Re-settlement must be completed within 12 months of taking up the appointment.

3.0 Indemnity

All eligible employees will be required to sign a Relocation Indemnity Form before any relocation expenses will be paid.

4.0 Scheme

The sum of £5000 (exclusive of VAT) is the maximum figure that can be claimed and the total of all claims (removal expenses, legal and estate agents fees, lodging/two homes allowance and travelling expenses) must not exceed £5000.

The allowance is payable at the discretion of a Corporate Director in consultation with the Human Resources Manager.

5.0 Accommodation

Please visit the Eastern Daily Press (our Local Paper) website on the link below which contains information relating to available rental property and property for sale within the North Norfolk area.

<http://www.homes24.co.uk/>

The Eastern Daily Press has a property section every Friday

6.0 Household removal Expenses

We will refund reasonable household removal expenses, based on the lowest of 2 written quotes provided by you. We will also contribute £100 for a second removal, and may consider helping you with storage costs.

7.0 Legal and Estate Agent's Fees

We will refund half your legal and estate agent fees, up to a maximum of £2,000 that you incur in your first year with us.

8.0 Lodging/Two Homes Allowance

If you need to live in a privately rented property while maintaining a home over 25 miles from Cromer, we will reimburse the rent you pay up to a maximum of £125 per week. This is for 6 months, or until the sale of your property (whichever is the sooner)

9.0 Travelling Expenses

Where lodging allowance isn't paid, we will pay travelling expenses for up to 5 return journeys per week (at standard class public transport or casual user car allowance) up to the maximum lodging allowance (£125 per week - see 8.0 above)

10.0 Claiming Removal and Resettlement Expenses

To ensure that NNDC can reclaim VAT on relocation expenses, invoices must be obtained for all goods and services where the total amount is more than £250.00. Receipts are acceptable for goods and services less than £250.00. For more information and guidance regarding this please see:

http://intranet.northnorfolk.org/corporate/finance/VAT_guidance.asp