

NORTH LANARKSHIRE COUNCIL

ASSISTANCE FOR APPOINTED EMPLOYEES

Claim for Assistance with Removal Expenses

(Please complete this claim form after studying the Guidance Notes)

PERSONAL INFORMATION

Name:
Job Title:
Service:
Line Manager:
Start Date:

PART A

1. Please summarise two tenders for REMOVAL EXPENSES:-
Company Removal Cost
(a) £
(b) £
(Please attach company quotes)

2. ADVERTISING, ESTATE AGENCY AND LEGAL FEES
Please summarise:-
(a) Costs of advertising sale of house £
(b) Estate agent fees £
(c) Legal fees £
(Please attach original accounts)

Please confirm you understand and accept the below terms and conditions

THE SCHEME PROVIDES A MAXIMUM CLAIM FOR 1 AND 2 ABOVE OF £5,000

I confirm and accept the terms and conditions of the Scheme and confirm that should I voluntarily leave the service of North Lanarkshire Council within the period of two years from the date of commencement of employment with the Council I will refund:-

- **100% if I leave within one year**
- **50% if I leave within one year - 18 months**
- **25% if I leave within 18 months - two years**

Name:
Signed:
Date:

PART B

In addition to the provisions of Part A of the Scheme, the Council makes two separate allowances:-

1. Search for New Accommodation

(a) Detail of Journey(s) Undertaken:-
From To
Date(s)
Number of dependants accompanying employee:

(b) Allowances Claimed:-
£
Travel: Public transport (2nd class rail fare)
OR
Car mileage miles at 12.6p per mile

(c) Subsistence
Meals
Overnight stay(s)

2. Lodging Allowance

Address of temporary accommodation

First 8 weeks: days at £ Bed/Breakfast
Up to 31 weeks: days at £

TOTAL ALLOWANCES CLAIMED:
****Please attach receipts*

FOR INTERNAL USE ONLY

TO: Executive Director of Finance and Customer Services
Please arrange to pay the above named employee:-

£ _____ terms of PART A of the Scheme.
£ _____ terms of PART B of the Scheme.

Name:
Signed:
Head of People and Organisational Development
Name:
Signed:
Executive Director/Chief Operating Officer (delete as appropriate)