**Cumberland Council**

**Relocation Assistance – Application / Authorisation Form**

|  |  |
| --- | --- |
| Name |  |
| Payroll Number |  |
| Service Area / Directorate |  |
| Date of Appointment to post |  |
| New / Lodging Address *(as applicable)* (inc postcode) |  |
| Former Home Address(inc postcode) |  |
| Cost Centre |  |
| Line Manager Name |  |

I wish to apply for financial assistance in accordance with the Council’s Relocation Scheme.

* I have read, understood and will abide by the requirements of the Relocation Assistance Scheme.
* I understand that I need to provide quotes for some services and receipts of payments in order to be reimbursed.
* I understand that if I do not commence my move within 6 months of my appointment or do not relocate, I may be asked to repay all or some of any financial assistance granted.
* Should assistance be granted I agree that, in the event of my leaving my post within two years of my first claim, repayment shall be:

|  |  |
| --- | --- |
| Less than 1 year in the post after commencement of the claim | The full amount of financial assistance granted |
| 1-2 years’ service in the post after commencement of the claim | one twelfth of the full amount of financial assistance granted for each uncompleted month in the second year |

Any outstanding amounts will be deducted from my final pay and / or any other monies payable on termination of service.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Authorising Manager Use:**

**Application for Assistance:**

|  |  |  |
| --- | --- | --- |
| **Approved**  |  |  |
| **Not Approved** |  | *Reason:* |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please scan and pass to the HR, Payroll and Recruitment Administration Team via the web helpdesk:

[Catalog Categories - People Management Portal (service-now.com)](https://servicecumbria.service-now.com/peoplemanagementportal?id=sc_category&sys_id=c2d5dc8b97579910103030fe2153af9e)

Note:

Claims should be made using the Relocation Scheme Claim form available on the HR recruitment pages of the intranet.