



Relocation Allowance

Last updated 14/07/2021

This scheme is available to assist the Council to recruit to hard-to-fill posts. The relevant Service Director or Strategic Director must approve this before an offer of employment is made. We will only offer relocation support in exceptional circumstances.

The exact amount of relocation support will be agreed with each candidate individually. This will depend upon your job and personal situation. Any payments made will be in line with the HMRC regulations which provide for these to be made tax free. Currently, the maximum tax free allowance is £8,000. The tax free payments can only be claimed for HMRC approved expenses. All claims must be supported with valid receipts. The tax free allowance reflects the total payments made in respect of your relocation. It is not an allowance per tax year.

To qualify for relocation support, you must move within two years of starting your new job. This may be extended in exceptional circumstances.

Payment of your agreed relocation allowance, may be made in respect of the following:

Removal expenses

Three removal quotes must be obtained, one of which must be from a firm based in Cornwall. Whilst you are free to choose whichever removal company you like, we will only reimburse you for the cost of the lowest quote. If you have to place your furniture into storage, we will reimburse the cost of a second removal to your new address.

Legal and Estate Agent Fees

You are able to claim up to a maximum of £8,510 for the legal and estate agent fees. These can include the fees for selling your old home and buying your new one.

Furniture Storage

You can claim up to £780 to store your furniture.

Separation/Two Home Allowance

If you need to maintain two homes; you may claim an allowance to help with the extra costs. As rental costs tend to increase in Cornwall during the summer, you can claim up to £100 per week between May and September. The allowance reduces to a maximum of £75 per week between October and April. Payment will only be made when supported by receipts. This allowance will be paid for a maximum of 52 weeks.

Yet, we recognise that some properties can take some time to sell. Where it can be demonstrated that every reasonable effort has been made to sell the property, payment may continue for up to a further 52 weeks. This is conditional upon the approval of the relevant Service Director or Strategic Director.

Return visits to family

On occasions, it may not be possible for all family members to move at the same time. We will pay for one standard class return rail fare every two weeks for you to visit your family. This will be paid for up to 52 weeks. This allowance is available if you are separated from relatives who usually live with you. If you receive an extension to the Separation/Two Homes allowance, this benefit will also continue.

Repayment Provisions

You will need to sign a relocation agreement. This will contain an early repayment clause if you leave within 3 years. You will repay a proportionate amount based upon your length of service. For example; if you leave after 26 months, you would repay 12/36ths of the allowances you received.

Claims Procedure

If a manager wishes to offer a relocation package, they must get authorisation. They need to complete the Relocation Allowance Approval Form. This must be approved by their Service Director or Strategic Director. The form should go to the Employment Support team to provide confirmation that these expenses can be paid. Employees must pay the expenses themselves and then claim reimbursement. All claims must be supported by evidence of payment.

Further Information

- [Relocation Guidance \(/media/18067011/gdl004001-relocation-guidance.pdf\)](/media/18067011/gdl004001-relocation-guidance.pdf)
- [Relocation Allowance Approval \(/media/19385551/fm004002-application-form-newly-appointed-staff.doc\)](/media/19385551/fm004002-application-form-newly-appointed-staff.doc)
- [Relocation Expenses Claim Form \(/media/19309364/fm004003-relocation-expenses-claim-form.docx\)](/media/19309364/fm004003-relocation-expenses-claim-form.docx)
- [HMRC Guidance \(https://www.gov.uk/expenses-and-benefits-relocation/whats-exempt\)](https://www.gov.uk/expenses-and-benefits-relocation/whats-exempt)

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