

9.14 General Removal Expenses

The policy details what allowances you may be entitled to claim if you are moving house, when you are permanently transferred to a new permanent work station.

- There are a number of reimbursements, allowances and grants allowable - Section 2.4 Reimbursements, Allowances and Grants
- There are a series of definitions in the policy for clarification purposes – Section 3 Definitions
- Information is provided regarding the different types of transfer of post – Section 4 Applications of Definitions and subsequent sections

The following terms within this policy are defined in the glossary:

Public interest transfer (transfer on public interest grounds)

You may also be interested in the following policies:

9.01 General Guidance for Travel and Subsistence, 9.02 Official Travel, 9.03 Concessionary Travel, 9.13 Subsistence Allowances, 9.15 Refunds of and Assistance with Expenditure on Removal, 9.16 Assistance with the Cost of Setting up New Home, 9.17 Travelling, Subsistence and Lodging Allowance for Removals

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9.14 GENERAL REMOVAL EXPENSES

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9.14 GENERAL REMOVAL EXPENSES

1 Introduction

1.1 The Handbook policy 9.14 General Removal Expenses sets out the rules relating to reimbursement of expenses incurred by non-industrial and industrial Civil Servants who are permanently transferred in the interests of the Service, from one duty station to another, and who move their home as a result. It describes the travelling, subsistence and lodging allowances payable prior to and during removal; the refunds which can be made of expenditure incurred on removal of furniture and effects; and the grants and allowances available to assist with the cost of setting up a new home.

2 General Principles

Categories of Claimant

2.1 For the purpose of the rules in this Handbook section if you are permanently transferred you will be in one of the following categories, according to your domestic circumstances:

- a. householder with dependants; or
- b. non-householder with dependants; or
- c. householder without dependants; or
- d. non-householder without dependants

The above categories are precisely defined in sections 3.4 to 3.6.

2.2 Where both partners are Civil Servants and are both permanently transferred, you may opt for either one of you to be regarded as a householder or non-householder with dependants as the case may be, but you cannot both be so treated. When one is regarded as the householder/non-householder with dependants for the purposes of the transfer rules, the other should be treated as a non-householder without dependants.

2.3 Any cases in which deciding your status gives rise to a particular problem this should be referred to the Department of Finance and Personnel.

Reimbursements, Allowances and Grants

2.4 The reimbursements, allowances and grants dealt with in this Handbook section are as follows:

- a.** payment of travelling expenses and subsistence allowances on visits to the new station to search for accommodation and during the course of removal (see sections 2.1 to 4.12 in policy 9.17 Travel, Subsistence and Lodging Allowances);
- b.** night subsistence, lodging and travelling allowances payable before removal while a new home is being sought (see sections 2.1 to 2.12 and 3.1 to 3.22 in policy 9.17 Travel, Subsistence and Lodging Allowances);
- c.** rent allowances for accommodation secured at the new station before and after transfer (see sections 1.1 to 1.8 in policy 9.15 Refunds of and Assistance with Expenditure on Removal);
- d.** reimbursement of cost of moving and storing furniture and effects (see sections 2.1 to 2.20 in policy 9.15 Refunds of and Assistance with Expenditure on Removal);
- e.** transfer grants, reimbursement of cost incurred in installing specified household appliances, and reimbursement of day school fees (see sections 3.1 to 4.3 9.15 Refunds of and Assistance with Expenditure on Removal);
- f.** payment of lodging and travelling costs of a child unable to accompany the parents on transfer for educational reasons (see sections 4.4 to 4.8 9.15 Refunds of and Assistance with Expenditure on Removal);
- g.** advances of pay, assistance with bridging finance, legal and other expenses relating to house purchase and sale (see sections 1.1 to 3.13 in policy 9.16 Assistance with the Cost of Setting up a New Home);
- h.** continuing commitments allowance for accommodation at the old station (see sections 4.1 to 4.12 in policy 9.16 Assistance with the Cost of Setting up a New Home);
- i.** additional housing costs allowance for temporary and permanent accommodation at the new station (see sections 5.1 to 6.25 in policy 9.16 Assistance with the Cost of Setting up a New Home);
- j.** housing cost supplement for accommodation at the new station (see sections 7.1 to 7.6 in policy 9.16 Assistance with the Cost of Setting up a New Home).

2.5 Claims for transfer grants and so on, and recurring claims for long-term allowances, for example additional housing costs allowance, should be made within 3 months after the date on which you could first have claimed.

2.6 When necessary, you may be granted an imprest to meet expected expenses.

3 Definitions

Permanent Transfer

3.1 A permanent transfer is defined as a posting to a new duty station which is expected to last:

- a.** three years or more from the date of posting in the case of an officer who is a householder or non-householder with dependants;
- b.** one year or more from the date of posting in the case of an officer who is a non-householder without dependants.

Detached Duty

3.2 This is a period of duty at a new station or stations other than on permanent transfer.

Bulk Moves

3.3 A bulk move involves a transfer of work, as distinct from a transfer of individual staff. The notice given to staff of their posting date is for Departments to determine. Staff may be reimbursed any transfer costs to which they are entitled in advance of their posting date for the following periods:

Bulk Moves of 25 or less*	13 weeks
Bulk Moves of more than 25 but less than 250	6 months
Bulk Moves of 250 or more staff	12 months

* Where a bulk move is likely to have a substantial effect on house prices Departments may exceptionally allow payment of expenses up to 6 months before the posting date.

Householder Status

3.4 To be defined as a 'householder' you must be:

- a.** the owner-occupier, including a part owner-occupier, of the accommodation at the old permanent station; or
- b.** occupying rented unfurnished accommodation at the old permanent station.

A "non-householder" is someone whose accommodation at the old permanent station is not such as to qualify for householder status.

Officer with Dependants

3.5 To be regarded as an officer with dependants, you must at the date of transfer:

- a.** be living with your family at the permanent station or at a detached station (for the purpose of this provision family means partner and/or dependant children); or
- b.** be separated from them as a result of a previous transfer in the interests of the service;
- c.** single staff may be regarded as “officers with dependants” if they have responsibilities which are equivalent to those at a. or which arise from an established relationship that will continue in the same way as the new station.

Officers without Dependants

3.6 To be regarded as an officer without dependants, you must be, at the date of transfer:

- a.** unmarried; or
- b.** married and living apart from the family other than as a result of a previous transfer in the interests of the Service; or
- c.** a widow or widower.

Temporary Unfurnished Accommodation

3.7 “Temporary unfurnished accommodation” is unfurnished accommodation which a householder rents at the new station pending the occupation of more suitable unfurnished accommodation.

Partner

3.8 Partner - established relationship that will continue in the same way at the new station.

Grossing up

3.9 Compensation - not necessarily total - for the impact of a tax liability arising on the payment of allowances.

4 Application of Definitions

Queries about the Rules

4.1 Not all types of transfer qualify for reimbursement of home removal expenses, and it is a matter for Departmental discretion in all cases whether the distance between the old and new stations justifies such reimbursement. If you are in doubt about the application of the transfer rules you should seek the written advice of your Department before committing yourself in any way. Claims for hypothetical expenses (for example compensation to you if you sell your furniture instead of moving it) and any unreasonable or unnecessary expenses should not be considered.

Public Interest Transfers

4.2 Permanent transfers within the NICS to any location within the UK are regarded as in the interests of the Service if:

- a.** they are made at the instigation or by agreement of Departments (but see section 4.4 (b) and (c)); or
- b.** they arise from trawl notices and are made within or between Departments; or
- c.** they involve householders or officers with dependants who are permanently recalled from detached duty to their permanent station if they have previously been told that they would not resume duty at that station, and as a result, have given up their accommodation there; or
- d.** they involve established officers who are permanently transferred on appointment to a higher post as a result of success in an open or limited competition.

4.3 Whilst non-mobile staff cannot be required to move to another area beyond reasonable daily travelling distances from their homes, such staff who wish in a redundancy situation to be considered for posts involving a move of home may apply for a transfer attracting reimbursement of removal expenses, and when a suitable vacancy exists this will be arranged. Departments may also invite suitable and willing non-mobile staff to move for career purposes or to fill vacancies in other areas (or non-mobile staff may offer themselves for a transfer) and such transfers will be made on the terms that would be applicable to mobile staff in like circumstances.

Transfers not Attracting Removal Expenses

4.4 The following transfers cannot qualify for reimbursement of removal expenses:

- a.** a voluntary transfer;
- b.** a transfer which is made for disciplinary reasons (other than in exceptional cases); or

- c. a transfer involving an officer for whom special arrangements exist; for example, an officer who has no fixed headquarters.

4.5 A move of house made to take up a first appointment with the Civil Service cannot qualify for reimbursement of removal expenses under the provisions of this Handbook section. There are separate arrangements under which limited assistance may be granted in certain circumstances.

Bulk Moves

4.6 If you are transferred with your work before, during or within 12 months of the completion of the main part of the move you are entitled to bulk move terms (see section 4.7 below). The date on which the main part of each move is to be regarded as completed will be decided by the employing Department after consultation with the Department of Finance and Personnel and the Departmental Trade Union Side.

4.7 Bulk moves are regarded as permanent transfers, and for the purposes of applying the rules on reimbursement of expenses incurred on transfer, are subject to broadly the same rules as apply to transfers of individual staff. The specific differences which do occur are described in the text where appropriate.

Detached Duty/Permanent Transfer Terms

4.8 At Departmental discretion, exceptions to the provision in section 3.1 may be made as follows:

- a. officers with dependants who are posted to another station for a period of 3 years or more but are due to return to the former station at the end of that period may be posted on detached duty terms;
- b. officers with dependants on detached duty may opt for permanent transfer if you find family accommodation at the new station and are expected to remain there for at least a year from the date of finding the accommodation; except that where the detached duty is authorised by a. above the option must be exercised within 2 years of taking up post at the new station.

4.9 The following officers should be treated as visiting another detached duty station if visiting or temporarily recalled to the permanent station (in which case the normal detached duty rules will apply - see Handbook section "Travel and Subsistence", policy 9.13 Subsistence Allowances) - or be dealt with in accordance with the permanent transfer rules if permanently recalled to the permanent station:

- a. officers without dependants who were sent on detached duty and who were not due to return to the permanent station; and
- b. officers with dependants who, having been told they were not due to return to the permanent station, gave up their accommodation there.

4.10 Assistance with the full range of transfer expenses cannot be given if in these circumstances an officer with dependants permanently recalled has given up the home occupied at the permanent station and moved the family to a location other than the detached duty station. The re-establishment of the home at the permanent station is your own liability, and the following are the only measures of assistance which may be granted:

- a. night subsistence allowance;
- b. lodging allowance; and
- c. payment of family fares within the limit of the fares between the detached duty and permanent stations.

Unfurnished Accommodation

4.11 Unfurnished accommodation is accommodation described as unfurnished in the tenancy agreement applicable to the accommodation. However, Departments have discretion to regard accommodation as unfurnished where it is not described as such in the tenancy agreement where there is evidence that only major household appliances, for example cookers, have been provided.

Temporary Unfurnished Accommodation

4.12 From the outset you must report that you regard the accommodation as temporary and undertake to move to more suitable unfurnished accommodation as soon as possible.

Mobile Homes

4.13 If you are living in a mobile home, caravan or houseboat you will normally be regarded as living in furnished accommodation in other words a non-householder, and treated accordingly. However Departments may allow householder status having regard to the value of the property, the ownership of the site, the difficulties of moving it without causing serious damage to the structure, and whether you intend to sell the property and purchase similar accommodation at the new station.

4.14 If the mobile home can be moved to the new station, the following reimbursements only may be allowed:

- a. night subsistence and lodging allowance for up to three months while you are looking for a site at the new station;
- b. cost of transporting the mobile home to the new station;
- c. cost of any unavoidable continuing commitment for site rent at the old station once the home is removed; and
- d. transfer grant.