

Annex B – Advice on Moving

Here are some typical examples of the information available on the internet surrounding steps to take when moving home. Removals firms tend to offer the most comprehensive advice for individuals moving home, not only indicating *who* to notify but often including a rough timeline of events and going into details such as how to deal with pets and children during the move itself.

www.helpiammoving.com

THINGS TO DO, 4-2 WEEKS BEFORE MOVING DAY

(The list is quite long, but there is a lot to do. If you are only four weeks away from moving house and haven't yet arranged a removal company PLEASE DO SO NOW!!)

- **Start packing/sorting.** If you are doing the packing yourself start as soon as you can, and certainly no later than two weeks to go. This will give you a chance to sort through your possessions and have a good clear out.
- **Car.** Have your car/cars serviced, particularly if you are moving a long distance away. You will need to renew your driving licence and vehicle registration document as failure to notify DVLA of a change in address is an offence. For the Vehicle Registration Document complete the appropriate changes section on your registration document and return it to:
DVLA Swansea SA99 1AR Telephone: 0870 2400010
For your Driving Licence Complete Section 1 of your paper licence* or the paper counterpart (D740) and your photo card licence and return them both to:
DVLA Swansea SA99 1BN Telephone: 0870 2400009
* DVLA no longer issues paper licences. Photo card application packs are available from your Post Office. For more information go to www.dvla.gov.uk
- **Parking.** If you have any parking restrictions at either your present or your new address, you will need to contact the local authorities to arrange for a suspension of the parking restrictions outside your property on your moving day. Remember that a removal van can be the same size as a double decker bus and needs extra space for manoeuvring into position. The rear of the van needs to be directly outside your front door and if your house is on a hill then facing downhill. If in doubt about the size of vehicle your removal company is sending, contact them and they will let you know how much space they require.
- **Bank.** Notify your bank/banks of your change of address and maybe consider transferring your accounts to a branch nearer to your new home. If you have anything retained for safe keeping with your bank or solicitors please don't forget these.
- **Credit/Store cards.** When you receive your statements, fill out the change of address form. This is usually on the reverse of the statement. Don't forget to notify any card protection insurers that you may have.
- **Schools.** Let your child's school know when you intend them to be leaving, and advise the new school when you intend your children to start.
- **Inland Revenue.** When you notify your local tax office you will need to quote your reference number, this can be found on your pay slip/P60/code notification.
- **Insurances/Pensions.** Contact your broker or the individual companies for your Life, Motor, Medical, Pet and Contents insurance. When contacting your house contents insurers, check with them to see what cover you have regarding moving house, you may find that you are fully covered and have no need to take out extra cover with your removal company.
- **Landlord/Tenants** Give the appropriate notice to quit or tell tenants of any change of landlord.
- **Doctor, Dentist & Opticians** If you are moving out of the local area you will have de-register with them and register with anew ones in your new area. Liaise with your hospital if you are undergoing regular treatment as an out patient.
- **TV Licence/Rental.** Fill in the change of address part of your existing licence. Contact your rental company, if they are a large national firm you can normally take your items to your new address and your records will be transferred to their nearest branch.
- **Hotels.** If you need hotel accommodation during your removal, book your hotel well in advance, especially if you are moving within the summer months.
- **Council Tax.** Notify the relevant authorities in both your current area and the area you are moving to.
- **Pets.** Check out our ../gp/pets.html page for helpful advice. If you are intending to book your pets into Kennels/cattery do so now. Arrange for the transfer of your pet's records to the new vet.

THINGS TO DO, 1 WEEK BEFORE MOVING DAY

- **Voting.** You must be on the electoral register to vote at elections. You are not automatically registered, even if you pay Council Tax. You need to fill in a form as soon as you can to be able to vote in the elections this and much more is available at the [Electoral commissions web site](http://Electoral.commissions.gov.uk).
- **Electricity.*** Contact your existing and new electricity companies. Advise them of your new address and date of removal. Give at least 48 hours notice.
- **Gas.*** Contact your existing and new gas companies. Advise them of your new address and date of removal. Give at least 48 hours notice.
*The gas and electricity markets are now open to competition and you can choose your supplier.
- **Water.** At least 48 hours notice is required by both your existing and your new authority to arrange for disconnection and re-connection of supply
- **Land/Mobile phones.** Contact providers including Internet account and advise them of your change of address and the date that you wish your new number to operate from. Make sure that if your phone is to be disconnected that you have a way to contact your solicitor and estate agent.
- **Library.** The ideal chance to return any library books that you find, no matter how long you have had them. Also advise them of your new address.
- **Mail.** You can have your mail re-directed by the Post Office. This can be arranged by post. Just pick up a form at the post office, they require seven days notice.
- **Change of address.** You can print out some change of address cards from the within the ../gp/gpextras.html pages.
- **Subscriptions.** Notify all organisations, charities and magazines which you subscribe to, of your new address.
- **Newspapers/Milk.** Settle all outstanding accounts and cancel.

- **Soft Furnishings.** If you have arranged to have Carpets / Curtains etc delivery to your new address, confirm that the companies have the correct delivery address, date and time. If you have to have your carpets fitted on the day of the removal remember that you will have removal men walking in and out of your new house so tell your removal company and arrange for the carpets to be put down as soon as you receive the keys.
- **Borrowed or loaned items.** Return any items that you have borrowed from friends and neighbours.
- **Children.** If possible arrange for the children to be looked after on removal day.

THINGS TO DO, 3 DAYS BEFORE MOVING DAY

- **Pack a bag.** Fill this with a change of clothes. Include a survival kit for the other end, include things like, light bulbs, toilet rolls, candles, a few tools, matches, cash and a list of important telephone numbers. In fact include anything that think you might need for the couple of days after moving day. You can put jewellery and valuables in this bag, and on the day of the removal, lock it in the car.
- **Laundry.** Do a last minute laundry.
- **Keys.** Please check that the keys to your new home are going to be available and that you know what to do with your own keys. Any spare keys clearly label and leave where they will be seen when you leave on moving day. The kitchen worktop is usually good as this is the first room the new people will settle first
- **Parking.** Check with neighbours and resolve any parking problems. The average removal van is the same size as a double decker bus. You need to leave room for the lorry to manoeuvre into position. The removal team will usually want to have the back doors of the wagon as near to the access point as possible

THINGS TO DO, 2 DAYS BEFORE MOVING DAY

- **Fridges/Freezers.** Empty, defrost and dry out your fridge / freezer, this is most important if your furniture is to go into store or over a long distance, if you don't do this it will defrost on its own in the back of the removal van, leaking over everything around it (food stuffs cannot be moved into store).If you have been quoted to have your freezer moved with the contents (only applies to short distances) put the contents into polythene bags so they can be lifted out while carrying the freezer and placed back inside with the minimum of fuss.
- **Kitchen cupboards.** Go through the kitchen cupboards and throw out anything that is out of date, also while you are there check to make sure all the packets, bottles and jars are sealed tightly to avoid spillage.
- **Valuables/documents** Pack valuables and documents and put in a safe place
- **Split Deliveries** If some of your furniture is to be delivered to more than one destination, confirm with the receiving parties the delivery date and time.

THINGS TO DO, 1 DAY BEFORE MOVING DAY

- **Packing.** Aim to finish the packing today, apart from a few essentials in the kitchen and bathroom. You will feel so much better when you can see the end is in sight. "Don't forget to clearly mark the boxes with the room name you would like them to end up in".
- **Dismantle & Disconnect.** Unless you have arranged with the removal company, you will be expected to dismantle any self-assembly furniture that cannot be moved out in one. Take down curtains and any fixtures you are intending to take with you. Make sure you have disconnected the washer and fitted the transit brackets to secure the drum. Defrosted the fridge / freezer unless you have arranged to have these moved with the food inside, if this is the case pack the contents into bags so they can be lifted out quickly.
- **Snack box.** Make up a box of refreshments for the next day, bearing in mind that your cooker may be disconnected or in the back of a removal van. Include tea, coffee, sugar etc, and the most important item of all the kettle, you will have to keep the refreshments flowing as moving house is very thirsty work. A selection of cold drinks is also a good idea. Mark on the box "kettle things" or "brewing tackle" and it will be guaranteed to be last on, first off the van.
- **Toiletries box.** Make up a box in the bathroom and put in the toiletries that you aren't using. Leave this box open to put in all the other toiletries in tomorrow morning so you can then seal it up after everyone has got up .
- **Outside items.** Anything outside that you can move, try and put either inside the garage or in a dry place, there is nothing worse than putting soaking wet outside furniture into a removal van along with all your other furniture.
- **Parking.** If you have difficulty parking outside your house, it could be a good idea to park your own car or cars outside so that your removal van will be able to park outside. Remember the van needs more room than its own length to manoeuvre.
- **Draw a map.** Sit down and either write out some directions or draw a plan on how to get to your new address, including a contact number.
- **Mobile phone.** Make sure that your mobile phone is fully charged up for tomorrow, you are probably going to need it.

TODAY IS THE DAY. PART ONE: LOADING THE VAN

- **Children.** Drop the children off, or organise a corner of the lounge with some of their toys and a few treats. We have a few things to keep them happy on the [../gp/gpkids.html](http://gp/gpkids.html). Older children may want specific tasks, like packing up their own personal box.
- **Bathroom.** Finish packing the toiletries box, and then take everything out of the bathroom that you want to go. You can now put all the bits and bobs that you don't want the removal men to take in the bathroom and shut the door.
- **Strip the beds.** Put the linen into a box that is clearly marked or bin liners, these usually end up being placed on top of your bed at the other end. If you are having the packing done just fold the linen and leave on top of the beds so they can be easily packed.
- **The van arrives.** The team leader/foreman will introduce themselves and their crew. Show the team leader around the house and exactly what is to go and what isn't to go. If you have emptied the bathroom of articles that are to go, tell him that there is nothing to go out of there and shut the door.
- **The kettle.** Most important, moving house is very thirsty work for everyone involved. Keep the kettle boiling and the biscuits flowing.
- **Check every where.** Once the van is loaded, take a walk around with the team leader to ensure that all the items to be moved have been placed on the van. This is your responsibility to make sure nothing is left behind. Check behind doors, in cupboards and on the walls. You would be surprised how often people keep looking at a clock on the wall, but never remember to take it down.

- **Wave goodbye.** Say goodbye to the removal van, hopefully with your directions to your new house. Now read all the relevant meters and load up your cars/car. Have a last good look around for anything you might of forgotten. Check that all the windows and doors are locked when you leave.

A LIST OF USEFUL CONTACT NUMBERS, AND ADDRESSES.

Electoral Commission Make sure you take your views with you when you move. You must be on the electoral register to vote at elections. You are not automatically registered, even if you pay Council Tax. [Click here to find out more and to download a voter registration form.](#) Electoral commissions website.

Car Registration. Vehicle licensing centre, Swansea SA99 1AR. TEL:0870 2400010

For more information go to www.dvla.gov.uk

Driving licence. DVLC, Swansea SA99 1BN. TEL:0870 2400009

For more information go to www.dvla.gov.uk

Electricity fact sheet available from OFFER by calling 0800 451 451

British Gas Homemovers Advice line 0645 555 408

If your dog is microchipped, then phone **Petlog** on 0870 6066751

www.Moving-Home.com

8 TO 12 WEEKS BEFORE ESTIMATED MOVE DATE

- Decide what you are moving, arrange disposal of unwanted items, a garage sale or donation to your preferred charity could be useful
- Arrange an appointment(s) with your chosen Mover(s) for a surveyor/consultant to call and assess your move requirements and provide a Quotation. If you are not sure who to call, ask friends who have moved successfully for their recommendation or call a Movers Trade Association for members who offer the type of moving services you are seeking
- At the appointment make sure you provide comprehensive details of your move, discuss options available and give clear instructions what you want included / excluded from the Quotation.
- Start to gather your personal records, **medical, dental, school reports and motor vehicle insurance experience** and banking references if you are moving overseas
- **If schooling arrangements need to be made** you may consider seeking an Educational Consultant to assist identifying suitable options
- **Initiate obtaining and completing forms for Tax Returns, Child Benefit, Pension Arrangements, it maybe appropriate to contact a financial advisor for professional advise if you are moving overseas**
- Ensure all necessary Visas or Work Permits have been applied for and are progressing to meet with your timings, you may be using a Migration / Visa Consultant to ensure that the process is controlled
- Seek out as much information about the area or country you are moving to prepare yourself and your family
- If you are moving overseas you may plan to move into a temporary or long term rental property. Sometimes locating a suitable property may be difficult and anything you do in advance will help, contact and register with Property Management/Rental Agents and get a feeling for what is available and your requirement
- If moving overseas check to see if your electrical appliances will function at your destination, some may need minor modifications, others may not be operable or need major modifications

4 TO 7 WEEKS BEFORE MOVE DATE

- Confirm your moving dates and schedule with your chosen mover, complete the Acceptance form and confirm your insurance requirements
- Make your travel arrangements if moving long distance or overseas
- If you want your mail re-directed then obtain the necessary form, often a period of notice is required before it maybe affected
- Prepare and mail Change of Address Cards, you may want to include Credit Cards, Insurance Companies, Mail Order Accounts, Magazine Subscriptions, Rental or Hire Purchase Companies, **Taxation Office, Electoral Rolls**, Friends and Relatives
- Consider the transportation of Pets, if professional assistance is required speak to your mover or vet in order to source a specialist. Ensure that the relevant health certificates, immunisations and permits are completed
- Obtain details of new school dress codes and book material, if a uniform is required place an order with the school so that the items are available upon your arrival together with any reading or writing material
- If your children are members of National or International organisations such as Scouts, Girl Guides etc, find out the nearest group and make the appropriate arrangements for your child to join, this can assist the settling in process
- If you are moving overseas there are often Women's Groups which you can join, they provide a good way of meeting people and are a useful source of information and guidance. Make contact with a suitable one as early as possible

1 TO 3 WEEKS BEFORE MOVE DATE

- Collect items from repairers, cleaners, lent to friends/relatives
- Return library books, borrowed or rented items
- Ensure you have sufficient prescription medication to cover the period of disruption
- Safely dispose of all flammables e.g. Paints, Gas Bottles, Cleaning Fluids and Oils
- Clear attic / basement
- If your mover is not making arrangements for you, book trades people to carry out services e.g. Dismantling waterbeds, Removing light fittings, House Cleaning Services and dismantling of Satellite Equipment

- Cancel deliveries and services Newspapers Garden / House Maintenance Milk Pool Service Diaper/Nappy Fuel or Oil
- If moving Internationally dispose of house plants as these may not be included
- Organise final readings at present house and connection at new property for
 - Electricity service
 - Gas Service
 - Water Service
 - Telephone services
- Put to one side your "Move Day Survival Kit", all the things that you will need during the move process

THE WEEK BEFORE YOUR MOVE

- Clean outdoor equipment and toys, drain any fuel from your lawn-mower and other machinery and ensure that water is drained from hoses
- Arrange for your valuable documents, jewellery and money to be moved separately, usually these are best kept with you
- Defrost refrigerator and freezer. Ensure that they are completely dry prior to moving to avoid mildew
- Wash and dry all linen and clothing, you could use a Local Service Wash Launderette
- Prepare your washing machine for moving, disconnect power and water, check if Transit Bolts need to be fitted
- Check through your medicine cabinet and dispose of unwanted drugs, via your chemist if necessary
- If your clothing is to be transported on hangers in a clothing carton, ensure all clothing is securely fastened on the hanger and that they are all facing the same way
- In order that children do not get upset or in danger on move day make arrangements for them to play at a friends or attend a day care centre

YOUR MOVING DAY

- It is your responsibility to be present at the time the move takes place, ensure that when the removal crew arrives you escort them around the house confirming what is to be moved and any special instructions
- Ensure that everything has been packed and loaded for transportation, a final check round with one of the crew, opening all cupboard doors and checking behind doors should avoid items being left behind
- You maybe asked to sign a packing inventory/list, check carefully to ensure that you are happy with the content, you will be asked to check and sign it again at delivery
- Before leaving the property ensure that all windows are secure and water, gas and electricity supplies are switched off. Keys for the residence together with any documents relating to the property or equipment remaining at the house are left at the nominated point
- At the time of delivery ensure that you are present in order to advise the removers where to place items and check against the packing inventory/list

<http://www.houseweb.co.uk/house/pros/moving/tell.html>

Who to Inform

- Family
- Friends
- Employer
- School
- Doctor
- Dentist
- Bank
- Electoral Register
- Building Society
- Credit Card Companies
- Insurance Companies
- Share Registrars
- Rental Companies
- TV Licensing Authority 08705 246 246
- Post Office
- Gas Company
- Water Company
- Electricity Company
- Phone Company
- Inland Revenue
- National Insurance Office 0191 213 5000
- Council Tax Office
- Driving License Centre (DVLA) 0870 240 0009
- Motoring Organisations
- Opticians
- Publications
- Subscriptions (Magazines, Charities etc)
- Mail Order Companies

- Sports & Social Clubs
- Professional Organisations
- Other