**Long Service Award Claim Form**

Please complete the following details and email your form to [HR.LongServiceAwards@lancashire.gov.uk](mailto:HR.LongServiceAwards@lancashire.gov.uk).

Alternatively you can mail it to:

Legal and Democratic Services, PO Box 78, County Hall, Preston. PR1 8XJ.

If you require any further information or advice please contact AskHR on 01772 535355.

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| **Pay Reference Number:** | **Establishment/Team:** |
| **Employee Name:** | |
| **Employee Contact Number (may be shared with the retailer):** | |
| **Employee Home Address:** | |
| **Do you have more than 20 years LCC service: Yes**  **/ No** | |
| **LCC Service:**       **years**       **months** | |
| **Have you had any breaks in service: Yes  / No** | |

**Gift Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Shop Name and Address:** | | | |
| **Description of item:** | | | |
| **Make:** | **Model No:** | **Reference No:** | **Colour:** |
| **Type:** | **Size:** | **Price**  **(including VAT): £** | |
| **Shop Telephone Number (and contact name if applicable):** | | | |