**Peak District National Park Authority Handbook**

**APPENDIX 1**

**Request for Exemption Form**

|  |  |  |
| --- | --- | --- |
| **To:** *(Name of relevant Head of Service/*  Partnership Manager/ *RMM/ Committee* *approving exemption)* |  | |
| **From:** *(Name of Officer registering this* *exemption)* |  | |
| **Name of contract:**  *(to be exempted from the recognised* *procurement methods within the Contract* *Standing Orders)* |  | |
| **Purpose of Contract** |  | |
| **Proposed Contract period:** | **From:** | **To:** |
| **Total Contract Value £** |  | |
|  | | |
| **Category of Exemption** | **Justification** | |
| Partnership arrangement |  | |
| Works orders placed with utility companies |  | |
| Genuine Emergencies |  | |
| Urgency not of the Authority’s own making |  | |
| Collaborative/Joint Purchasing  *(state name of lead purchasing authority)* |  | |
| Sole source of supply |  | |
| Reasons of compatibility |  | |
| Delegation of function |  | |
| Other Reason (please state): | | |
| **Please Attach supporting evidence** | | |
|  | | |
| In accordance with the Standing Orders **I** certify that the information given is accurate | | |
| Signed: | **[SIGNATORY @ 13.2.1-13.2.4 above]** | |
| Date: |  | |
| Please send the completed Registration of Exemption form for approval to the Chief Finance Officer and the Monitoring Officer. | | |
| **Exemption Approved by:** | **[Chief Finance Officer & Monitoring Officer]** | |
| **Date:** |  | |

2.20 February 2025