**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