

**APPLICATION TO WAIVER CONTRACT STANDING ORDERS  
(FOR CONTRACTS IN EXCESS OF £9,999)**



This form must state appropriate CSO numbers under which application is made with sufficient explanation as to:

- 1) Actions/process to be waived
- 2) The CSO which provides authority to apply waiver
- 3) The business reasons and circumstances leading to the application (i.e. economical/technical/operational)

**Please note** – Waivers can only be sought in advance. (CSO 12.2) Retrospective CSO waivers will not be authorised. Waivers can only be agreed where informed by sound business reasons.

Responsible Officer:	Tel Ext:	Date:
Department:	Section	

Contract Title and brief description	
Supplier	
Existing Supplier	Yes/No
Value of total contract including: proposed extensions and options	
Expenditure Code:	
Allocated Budget:	
CSO Clause/s number/s to be waived on which application based (N.B. all non-waived clauses will still apply)	
Specific CSO clause number providing authority to apply to waiver <i>(as defined under CSO12)</i>	

<p>Please describe reason for waiver <i>(This should give clear explanation as to the circumstances that have lead you to require the CSO waiver i.e. a) what has gone wrong, including reason for failure as applicable which must include remedial action being taken to avoid a reoccurrence b) steps and reason required to utilise an opportunity)</i></p>

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All decisions on waivers must take into account probity and value for money. Please provide evidence to demonstrate this has been achieved.

List information ( <i>This should include information such as selection process/market competition/benchmarking</i> )

I understand and will ensure all necessary contract documentation appropriate to Council requirements is in place and validated. These to include financial check, Insurances, CIS details, Health and Safety, Equalities and Diversity, Child Protection and Safeguarding Generally, TUPE as and where appropriate to the nature of the contract and as required by Council procedures.

The information provided on this form is correct and detail provided is representative of the full requirement and circumstances. I understand approval is based on information provided and therefore limited to the scope contained. The proposed expenditure is within the Budget/Capital Programme and Policy Framework and I have read the Council's Contract Standing Orders and have complied with all the requirements.

**NB Officers who breach the Council's Contract Standing Orders will be subject to disciplinary proceedings.**

<b>Responsible Officer completing form</b>	Date:
Name	
Signature	

Having rigorously challenged this application I agree that this waiver demonstrates reasons as allowed for in CSOs and is therefore approved by me as genuinely required.

<b>Corporate Director</b>	Date
Name	
Signature	

<b>Strategic Procurement Manager/Senior Procurement Officer</b>	Date
Name	
Signature	

I have considered the reasons for the waiver and I am satisfied that the circumstances are genuinely exceptional as allowed for in CSOs and is therefore approved by me as the Section 151 officer.

<b>Section 151 Officer</b>	Date
Name	
Signature	

**ALL SIGNATURES (X 4) MUST BE PRESENT FOR THIS APPLICATION TO BE VALID**

*Where a CSO waiver application has been fully approved this will “cover off” increases in contract value as long as, any subsequent increase/s does not take the contract value over the “value threshold” that the original waiver application was approved for i.e. value threshold £10,000-£99,999.99 applied, therefore, if the value increased over this threshold, say to £101,000 a new waiver application would need to be sought.*