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| **When to use this form**Use this form if your approved agency is facing significant adverse effects owing to exceptional circumstances (such as an extreme event). **What are exceptional circumstances?**Exceptional circumstances include: * national security emergencies
* natural disasters This may include these types of things:
	+ - An earthquake that has damaged a building or destroyed contents within a building.
		- A tsunami that has damaged a building or destroyed contents within a building.
		- An increase in temporary staff because of a natural disaster.
		- Flooding in a town or city impacting your business.
* epidemics and pandemics. This means a disease that has spread through the human population.

**What to do if the commissioner has issued a blanket waiver**A blanket waiver is when the Commissioner determines that a certain group of agencies will be given a waiver because of exceptional circumstances. If the Commissioner has issued a blanket waiver: * Do not use this form.
* Contact NZ Police and confirm that your agency is within the specified blanket waiver. You can:
	+ - email us at VettingAccounts@police.govt.nz
		- phone us on 04 470 7347.

**Note:** When you contact us, please tell us your agency name and agency code.  |

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| **Please type your approved agency name.**  |
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| **Please type your approved agency code, if known.**  |
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| **Please type a brief description of your exceptional circumstance.** |
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| **Please provide proof of your exceptional circumstance if it is not a national event.**  |

[ ]  I have included proof of our exceptional circumstance.

**Note:** Your proof may be electronic copies of photographs or a link to a news website that has reported the event.

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| **Please type a brief description of the significant adverse effects your agency is facing (these must be owing to exceptional circumstances).**  |
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| **Please confirm that your information is correct.**  |

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| I confirm that the information I have supplied is correct.  |
| Approved agency authorised representative: |
| Name: |       | Date: |       |  |
|  |  |  |  |  |
| Signature: |  | Electronic Signature | [ ]  |  |
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| **When complete, please email this application form along with your other documentation** |

Please email this application form and documents to: VettingAccounts@police.govt.nz

**Note:** NZ Police will acknowledge receipt of your application.

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| **How long will it take?**  |

NZ Police will process your application as soon as practicably possible.

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| **The Commissioner of Police will decide**  |

The Commissioner of Police has the discretion to decide whether your organisation should receive this fee waiver or not.

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| **Contact**  |

Please do not contact our staff about your application until at least 20 working days from the day we sent you an acknowledgement for your application.