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<th>Stage</th>
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| **Introduction** | This quick reference guide will take you through the steps for completing the exemption form for an amendment.  
| **Audience** | Council Planning Authority  
| | Other Planning Authorities  
| **Legend** |  
| **Note:** | Hint or tip  
| **Important:** | Critical information or outcome or next step  

| Drafting | Authorisation | Exhibition | Panels | Adoption | Decision | Gazette | Finish |
### Request an exemption

**Important:**
- All mandatory fields have a red asterisk (*) next to them.
- Refer to the step numbers (e.g. 2) in screenshots for guidance on how to enter information when completing a draft amendment.

There are two sections involved in the Exemption Request process:
- I. Lodge an exemption request
- II. Check the request result
04 ATSQRGEXM Request an exemption

I. Lodge an exemption request

Go to Intelledox > Dashboard to display amendments in progress.

1. In the Action column on the right of screen, click Choose Action and select Exemption from the dropdown menu.

This will take you to the Details of exemption request form.

2. Select the Exemption request type.

Note: The requested exemption must be justified as required by the Act. The regulations or directions must be received in adequate time to enable the request to be determined.

This justification must be included in Step 3 or in the attachments in Step 4.

3. Provide details for the exemption request in the Exemption Justification textbox.

4. Click Upload Now to attach relevant supporting documentation to this exemption request.

Note: The filename should adhere to the appropriate naming conventions in the Guidelines for Preparing Planning Scheme Amendment Documentation - September 2014. Large files may take longer to upload.

5. Click Submit to complete the exemption form.

The Department Planner will review the exemption and determine the request. You will need to check the result for yourself.
II. Check the request result

When the Department decides on the request for exemption, the following section of Intelledox will be populated.

To find the result, go to Intelledox > Dashboard to display Amendments in progress.

1. In the Action column on the right of screen, select Choose Action and select Details from the dropdown menu that will take you to the Amendment details page.

2. Scroll down to Exemption section and the Exemption decision column.

3. Click Open Form in the Action column for further details.

4. The outcome of the Decision on request and Conditions on decision is located at the bottom of the form.