



# Request to exempt vehicles from the government fleet commitment

## Section 1: **Background information**

Provide information about the organisation seeking an exemption in the designated fields below. Please also provide the contact details of the official who submitted the request and the name of the Senior Civil Servant who approved the request.

Please send your completed request by email to [gfc@dft.gov.uk](mailto:gfc@dft.gov.uk).

**Date** (use calendar dropdown):

**Name of the organisation seeking an exemption:**

**Name of the organisation's parent department (if applicable):**

**Status of the organisation seeking an exemption,  
(e.g. executive agency or non-ministerial department):**

**Name of the official who drafted the request:**

**Email address of the official who drafted the request:**

**Name of the Senior Civil Servant who approved the request:**

If you are unsure of the status of your organisation, please see the [Cabinet Office guidance on the classification of public bodies](#).



## Section 2: Request

### **Reason for the exemption:**

Please type the criterion under which you are seeking an exemption from the government fleet commitment.

If you want to apply for an exemption under more than one criterion, please use numbers to rank the criteria that apply in order of importance. The most important criterion should be ranked number 1. A full list of acceptable criteria is included in the government fleet commitment guidance available on gov.uk.

### **Summary of the issue:**

Describe the issue and rationale which warrant an exemption from the government fleet commitment in the field below.

Please use non-expert language while describing the issue. This will help the policy team to review your request.

*Maximum word count: 400 words*



## Section 3: Considerations

Please enter the evidence supporting your request for an exemption as requested in the fields below. The policy team will consider this evidence while reviewing your request.

### **Vehicles to exempt:**

Please indicate how many of these vehicles are cars and how many are vans.

### **Total department fleet:**

Please include any vehicles that are exempt.

### **Exempt vehicles:**

### **Additional exemptions:**

### **Due diligence:**

*Maximum word count: 150 words*

### **Forecasted exemption end date:**