

Request for Exemption

Requesting an Exclusion – Circumstances Beyond Media Members Control (CAB Print Standards rule 5.3 (c)) – applying only to Community Newspaper

If a publication has suffered a circulation loss during an audit period due to causes beyond the publisher's control (rule 5.3 (c)), the Media Member can submit a written application to the Board of Directors requesting an exemption from audit.

The checklist below has been designed to assist the Media Member collate the minimum required documentation for the Board of Director's consideration.

	Documentation Required:	Check List
1.	Letter requesting an Exclusion for an Issue from an Audit Period Request must include:	
1a	Date(s) of publication's issue(s) to be omitted from audit	
1b	Detailed summary of the Event and how it affected the relevant issue(s)' printing and distribution	
1c	Letter must include a reference to rule 5.3(c)	
2.	Satisfactory evidence substantiating the Event's occurrence and effect on printing and distribution	
2a	Production reports – detailing target vs actual	
2b	Delivery reports – detailing target vs actual	
2c	Other documentation you may consider relevant to support your request	
3.	Request for Exemption Form	