

# **CUSTOMER PORTAL RCP EXEMPTION CRITERIA AND DESCRIPTION FIELD**

## **SLIDE 1**

How to view the exemption criteria, if applicable, and complete the description field for a road corridor permit application in the customer portal.

## **SLIDE 2**

The application category description field is a mandatory field. It must be completed to allow your application to be submitted.

Information that can be considered for entry into this field are, detailed description of works being done at the site.

Drawing / Plan details and numbers.

Traffic disruption information such as signage information.

Or any other relevant information relating to the works being conducted.

## **SLIDE 3**

Some sub-categories within a road corridor application will have applicable, exemption criteria that will display to view.

If exemption criteria applies to your road corridor sub-category application, click on the, [here](#), link to view the exemption criteria.

## **SLIDE 4**

The upcoming demonstration, will show you how to view, exemption criteria if it is applicable to your application.

And how to complete the description field.

## **SLIDE 5**

Exemption criteria will only display if it is applicable to the road corridor sub-category chosen in your application.

To view the exemption criteria for your road corridor sub-category, example, advertising signs and devices, click on the, here, link to display the criteria.

The criteria will open in a separate tab to your application.

Please take the time to read through the exemption criteria, as it may save you time.

The description field is found in the application category section of your application.

Information that may be included in this field could be site location closure details.

Drawing or Plan details and numbers

Signage information.

Or, any relevant information relating to the works or traffic control being conducted.

Once you have completed the description field you can move down to the next section.

## **SLIDE 6**

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.