



Late applications policy

DSS may reject any application that is lodged after the stated closing date of a grant application process. If an application is late or the Department is requested to approve a lodgement after the closing date, DSS may determine that there were exceptional circumstances beyond the applicant's control resulting in an inability to meet the stipulated deadline. Examples of exceptional circumstances could include, but may not be limited to*:

- DSS infrastructure failures
- natural disasters
- power outages affecting the ability of the applicant to submit their application by the stipulated deadline
- death or disability of key personnel

**Any other proposed incidents of exceptional circumstances, other than those listed above, will be considered by the Department on a case-by-case basis.*

Procedural Matters

All requests for the lodgement of late applications must be made in writing to the Department. If the Department does not receive a written request to consider a late application, the application may be deemed ineligible.

The applicant will be required to supply appropriate documentary evidence (as stipulated by the Assessment Controller) to support any incidents of 'exceptional circumstances'.

Examples of 'appropriate documentary evidence' will be Commonwealth/State/Territory gazettal notices, letters/notices from a statutory authority, or a Statutory Declaration signed by a Justice of the Peace or an Officer of a Court.

If the request for a late lodgement is approved, the applicant must submit their application to the Department within the next 5 calendar days.

The relevant Delegate to adjudicate on this matter is the DSS Selections Assessment Controller.

The Department is not obliged to consider a late application. The decision of the Assessment Controller to accept or reject a late application will be final and not be subject to an appeals process.