



# How to submit a costing request

This guide steps you through how to request a costing from the PBO outside the caretaker period. It supports the [Guidance on submitting a request](#) FAQs and the [Costing request template](#) available on the PBO website.

<b>1. Connect with the PBO</b>	<p>It's a good idea to talk to one of the PBO analysts before submitting your request. This can help to focus your request, ensure all specifics are included and gives you the opportunity to discuss timing and other factors involved in the PBO response. We can also talk you through the Costing request template.</p> <p>Simply call 02 6277 9500 and ask to speak with the costings team. Or you can email us at <a href="mailto:pbo@pbo.gov.au">pbo@pbo.gov.au</a> and we'll give you a call within one business day.</p>
<b>2. Submit a formal request</b>	<p>Now you're ready to fill out the <a href="#">Costing request template</a> and send it, and the parliamentarian approval for the PBO to undertake the costing, to the PBO.</p> <p>When you have both the request and approval, email it to <a href="mailto:pbo@pbo.gov.au">pbo@pbo.gov.au</a>.</p>
<b>3. Keeping track of your request</b>	<p>Once we've registered your request, we'll email you a tracking number. Use this number in all future emails or phone calls to make sure we both reference the correct request.</p>
<b>Your policy is being costed</b>	<p>The PBO will be working on your costing.</p> <p>It's important during this time, for you to let us know if anything about the policy idea changes so we can adjust the costing or talk with you about a different timeline for our response.</p> <p>You can expect to hear from us during this time. It may simply be to let you know that our work is progressing on schedule, or we may need to discuss elements of the options or models that could affect the final costing outcome.</p>
<b>4. Your costing is ready</b>	<p>You'll receive a formal response from the PBO that includes an overview, information about how we went about the costing and various tables showing the policy's effect on the Commonwealth budget across different time periods.</p> <p>Our quick <a href="#">guide to understanding a costing</a> will help you read through the costing response.</p>

<p><b>5. Publishing our response</b></p>	<p>If you requested a confidential costing, we won't publish anything until you either ask us to publish on our website, or you (or your party) make the costing public. We'll let you know if a costing is going to be published.</p> <p>If you intend to issue a media release about a policy proposal that references the costing, the PBO can review the draft release for you to ensure any figures are referenced correctly.</p> <p>Non-confidential costings will be published on the PBO website shortly after you receive the response.</p>
<p><b>6. Got questions?</b></p>	<p>You may have questions about the content of the response. We're here to help you work through them, and can meet to work through the response, or connect via GovTEAMS or over the phone.</p> <p>We'll check in with you within a week after sending the response to make sure you've got what you were expecting and to see if you have any questions.</p> <p>Or you can call us on 02 6277 9500.</p>