

# ATIPPA, 2015 Form Disregard Application

A public body may use this form to apply for approval to disregard an access request. Section 21 of the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015) states:

- (1) The head of a public body may, not later than 5 business days after receiving a request, apply to the commissioner for approval to disregard the request where the head is of the opinion that
  - (a) the request would unreasonably interfere with the operations of the public body;
  - (b) the request is for information already provided to the applicant;  
or
  - (c) the request would amount to an abuse of the right to make a request because it is
    - (i) trivial, frivolous or vexatious,
    - (ii) unduly repetitive or systematic,
    - (iii) excessively broad or incomprehensible, or
    - (iv) otherwise made in bad faith.
- (2) The commissioner shall, without delay and in any event not later than 3 business days after receiving an application, decide to approve or disapprove the application.

Please see our [guidance document](#) to assist you in completing this form.

You can complete and send this form to [commissioner@oipc.nl.ca](mailto:commissioner@oipc.nl.ca).

If you have any questions or concerns, please contact OIPC at 709-729-6309 or toll free at 1-877-729-6309.

**Do not include information that can identify the applicant who made the access request.**

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Date of Disregard Application: \_\_\_\_\_



### Section 1: Public Body Information

Public Body Name	
Public Body File Number	
Contact Person	
Contact Phone Number	
Contact Email	

### Section 2: Summary and Background

Date Access Request Received	
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Provide original access request wording together with any subsequent changes or modifications to request wording or attach a copy of the access request to your application. **Remove or anonymize** all identifying personal information.



### Section 3: Reason for Disregard Application (check all that apply)

- Unreasonably interfere with public body operations
- Applicant already received information
- Trivial, frivolous, or vexatious
- Unduly repetitive or systematic
- Excessively broad or incomprehensible
- Made in bad faith

Provide an explanation **why** you require a disregard in relation to the reasons above. Provide **clear and convincing evidence** to support your application. Please see our [guidance document](#) to assist you in completing this form.



## Section 6: Other Information

You may provide additional comments or information you believe will assist in determination of this application.

You may attach additional documents if you believe it necessary. **Remove or anonymize** all identifying personal information from attachments.

- I am attaching documents to this application.
- I am not attaching any documents.

