

ATIPPA, 2015 Form

Time Extension Application

A public body may use this form to apply for an approval to extend the time for responding to an access request. Section 23 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 15 business days after receiving a request, apply to the commissioner to extend the time for responding to the request.
- (2) The commissioner may approve an application for an extension of time where the commissioner considers that it is necessary and reasonable to do so in the circumstances, for the number of business days the commissioner considers appropriate.
- (3) The commissioner shall, without delay and 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.

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.

Date of Time Extension 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	
Original Due Date of Request	
Length of Time Extension Requested (business days)	
Proposed New Due Date	

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: Prior Extension Requests (if applicable)		
Prior Time Extension Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No If no, proceed to section 4
	Prior Extension Request #1	Prior Extension Request #2
Date Extension Requested		
Number of Days Requested		
Number of Days Approved		
Revised Response Due Date		



Section 4: Status of Access Request	
Search for Records is Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Pages Located	
Number of Additional Pages Expected	
Date Review of Responsive Records Began	<input type="checkbox"/> Not Yet Begun
Have you notified any third parties?	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet <input type="checkbox"/> Not Applicable
Have you consulted any other public bodies?	<input type="checkbox"/> Yes <input type="checkbox"/> Not Yet <input type="checkbox"/> Not Applicable

Provide an explanation of the work that remains, including a list of each outstanding task and an estimate of time you need for each.



Section 5: Reason for Time Extension Application (check all that apply)

- Large volume of records
- Meeting deadline would unreasonably interfere with operations of the public body
- Worked with applicant to clarify the request (insufficient detail in the request)
- Third party consultation
- Consultation with another public body
- Executive consultation
- Difficulty gathering records
- Unforeseen circumstances
- Sensitivity or complexity of material

Other:

Provide an explanation **why** you require an extension 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).**

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

