



Time Extension Application Form

Application under the Freedom of Information and Protection of Privacy Act
(FIPPA)

Note: Public bodies must submit this form at least 3 business days before the time limit for responding to the request as set out in sections 7 and 10 of FIPPA has expired. Time extension decisions will be made based on the information supplied on this form; therefore, public bodies should ensure that the information supplied on the form is complete and accurate.

(Please print out form and fax it to OIPC at (250) 387-1696)

Public Body

Public body requesting time extension: _____

Public body File #: _____

Contact Name: _____

Contact Direct Line: _____

Contact Email Address: _____

Public Body Mailing Address: _____

Request Details

Provide a brief description of the original request

Relevant Information

Date request received	_____
Original due date of request	_____
Fees Requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Request placed on hold for non-fee related reasons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time extension taken by public body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current due date of request	_____
Number of business days requested for this extension	_____
Proposed new due date	_____

Fee related questions:	
Date fee estimate sent	_____
Date deposit or full fee paid	_____
Date fee waiver requested	_____
Date of fee waiver decision	_____

“On hold” question:

If the request was placed on hold for a non-fee related reason provide details including dates and copies of any letters notifying the applicant of the on-hold status.

Public body time extension

Basis for time extension already taken by public body?

- s. 10(1)(a)
- s. 10(1)(b)
- s. 10(1)(c)

Date of time extension taken by public body _____
 Date of letter notifying applicant of time extension _____

First Time Extension Request to OIPC? Yes No

Second/Further Time Extension Request

OIPC File # for previous extension granted: F _____

Length of first OIPC extension _____

Name of FOI applicant: _____

Telephone number of applicant: _____

Email address of applicant: _____

Grounds for Extension Application

(You may choose more than one ground for the time extension application.)

<input type="checkbox"/> Section 10(2)(a)	<input type="checkbox"/> Insufficient detail (10(1)(a))
	<input type="checkbox"/> Volume of records requested or to be searched 10(1)(b))
	<input type="checkbox"/> Consultation (10(1)(c))
<input type="checkbox"/> Section 10(2)(b)	

Reasons for Requesting Time Extension

10(1)(a) Insufficient Detail

Note: If you have selected this ground you must forward a complete copy of the original request to the OIPC along with your time extension application.

Access Request attached as PDF

Access Request sent by Fax

Explain why the request as written does not provide sufficient detail.

Explain why the public body could not obtain a satisfactory clarification from the applicant within 60 business days (or 30 business days if the public body has not taken its own time extension).

Further ground for extension request?

Yes

No

Reasons for Requesting Time Extension

10(1)(b) Volume of Records

(a) Large Volume of Records Requested

Approximate number of pages of responsive records: _____

(b) Large Volume of Records to be Searched

Describe search required:

Approximate total number of pages of records to be searched: _____

Approximate time required to search electronic records: _____

Total number of program areas that must be searched: _____

Other potential sources of records:

Approximate time required to perform the search: _____

Describe search performed to date:

Number of pages of records already searched: _____

Number of program areas already searched: _____

Amount of time spent thus far searching electronic records: _____

Total amount of time spent thus far performing search: _____

(c) Unreasonable interference with the operations of the public body

Explain how meeting the time limit would unreasonably interfere with the operations of the public body:

(d) Current Status

What is the current status of the processing of this request?

Other relevant information:

Further ground for extension request?

- Yes
- No

Reasons for Requesting Time Extension

10(1)(c) Time for Consultation Required

For each public body or third party consulted, provide the following information: *(if required, additional pages may be added in order to complete this section)*

1. Name of the public body or third party.
2. Date consultation sent or to be sent.
3. Date of last contact with third party or other public body.
4. Describe any efforts made to obtain a response to the consultation.
5. Current status of the consultation, including expected return date.
6. Number of pages sent or to be sent for consultations.
7. Other relevant information

Further ground for extension request?

- Yes
- No

Reasons for Requesting Time Extension

10(2)(b) Application

Explain why it would be fair and reasonable for the Commissioner or his delegate to grant an extension of time. Include a chronology of the processing of the request and an explanation for any delays.

Further ground for extension request?

- Yes
- No

Additional Comments: (use this area to provide further details that will assist in the decision on the time extension request)