

## Application for extension of time under the *ACT Freedom of Information Act 2016*

Please complete the form below and send to [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au) together with any supporting documentation.

<i>Please provide your details</i>		
<b>1</b>	Name of agency or Minister	
<b>2</b>	<b>Agency or Minister contact person</b>  Name: Email: Phone:	
<i>Details of FOI access application impacted</i>		
<b>3</b>	<b>FOI applicant's information</b>  Name: Email: Phone: Application reference:	
<b>4</b>	Date access application was received from FOI applicant	
<b>5</b>	FOI applicant's access application	<i>[quote information sought or attach the access application]</i>
<b>6</b>	Have you asked the FOI applicant for additional time?	<i>[if so, please attach copies of your relevant correspondence with the FOI applicant]</i>
<i>Extension request details</i>		
<b>7</b>	Date decision on access application is <b>currently</b> due	
<b>8</b>	Has the processing time already been extended?	<i>[include an explanation of any already extended timeframes (e.g. third party consultation, clarification request sent, applicant agreed to extension)]</i>

9	Reason for request to the Ombudsman	<input type="checkbox"/> FOI applicant has refused request for additional time <input type="checkbox"/> FOI applicant has not agreed to the request for additional time <input type="checkbox"/> a request for additional time cannot be made to the FOI applicant because the additional period, if agreed, would be more than the period allowed under s 41
10	Reason for extension of time	<input type="checkbox"/> the application involves dealing with a large volume of information <input type="checkbox"/> the application is complex <input type="checkbox"/> there are other exceptional circumstances
11	Length of extension sought	<i>[number of days and completion date]</i>
12	Justification for an extension of time, and the number of days sought	<i>[this section may include:</i> <ul style="list-style-type: none"> <li>- <i>why it is not reasonably possible for you to deal with the application within the statutory timeframe due to one of the above factors</i></li> <li>- <i>the amount of work required to process the access application</i></li> <li>- <i>the amount of time required to undertake the work</i></li> <li>- <i>why an extension would be justified in the circumstances]</i></li> </ul>
13	Action taken to progress the access application to date	<i>[please provide a timeline of actions taken since application was received]</i>
14	Breakdown of how the extended timeframe would be used to finalise the application	<i>[please provide a timeline of proposed actions along with dates of expected completion]</i>
15	Please provide any other information in support of your application	