

## 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>		
1	Name of agency or Minister	
2	<b>Agency or Minister contact person</b> Name: Email: Phone:	
<i>Details of FOI access application impacted</i>		
3	<b>FOI applicant's information</b> Name: Email: Phone:	
4	Date access application was received from FOI applicant	
5	FOI applicant's access application	[quote information sought or attach the access application]
6	Have you asked the FOI applicant for additional time?	[if so, please attach copies of your relevant correspondence with the FOI applicant]
<i>Extension request details</i>		
7	Date decision on access application is <b>currently</b> due	
8	Has the processing time already been extended?	[include an explanation of any already extended timeframes (e.g. third party consultation, clarification request sent, applicant granted extension)]
9	Reason for request to the Ombudsman	<input type="checkbox"/> FOI applicant has refused request for additional time <input type="checkbox"/> a request for additional time cannot be made to the FOI applicant because it would result in a processing time of greater than 12 months

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	[number of days and completion date]
12	Justification for an extension of time, and the number of days sought	[this section may include: <ul style="list-style-type: none"> <li>- why it is not reasonably possible for you to deal with the application within the statutory timeframe due to one of the above factors</li> <li>- the amount of work required to process the access application</li> <li>- the amount of time required to undertake the work</li> <li>- why an extension would be justified in the circumstances]</li> </ul>
13	Action taken to progress the access application to date	[please provide a timeline of actions taken since application was received]
14	Breakdown of how the extended timeframe would be used to finalise the application	[please provide a timeline of proposed actions along with dates of expected completion]
15	Please provide any other information in support of your application	