



## Application for Time Extension

### Pursuant to subsection 11(4) of the *Right to Information and Protection of Privacy Act*

Note: Public bodies must submit this application at least five (5) business days before the expiration of the time limit for responding to a request for access as set out in section 11 of the *Act*. The Commissioner will make a decision regarding the application based on the information supplied on this application; therefore, please ensure that the information supplied on this form be complete and accurate.

In order for the Commissioner to consider a time extension, please complete and submit this form to this Office. For your convenience, we are able to accept applications by mail, fax and e-mail at the contact information listed below:

65 Regent—Suite/bureau 230  
Fredericton, NB E3B 7H8

 506.453.5965

Toll-free/Sans frais: 1.888.755.2811

 506.453.5963

 [access.info.privacy@gnb.ca](mailto:access.info.privacy@gnb.ca)  [accès.info.vieprivée@gnb.ca](mailto:accès.info.vieprivée@gnb.ca)

This report is also available in French. | Ce formulaire est aussi disponible en français.

Date of last revision: January 2014

**1. Public body information**

Name of public body applying for time extension: \_\_\_\_\_

Contact information (address, telephone number): \_\_\_\_\_

\_\_\_\_\_

Contact name: \_\_\_\_\_

Contact's telephone number: \_\_\_\_\_

Contact's e-mail address: \_\_\_\_\_

**2. Details of request for access**

Please include a copy of the access request with this application.

Date request was received: \_\_\_\_\_

Original time limit for response: \_\_\_\_\_

Brief description of the request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Status of request for access**

Is there any other reason that the request has been placed on hold? **Yes / No**

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If yes, please include with this form copies of letters notifying applicant of this situation.

**4. Partial response consideration**

Has a partial response containing any records that are not in contention been released to the applicant? **Yes / No**

If yes, please indicate the date the partial response was sent: \_\_\_\_\_

If no, is this an appropriate consideration to limit the amount of records that are the subject of the extension request? Please explain briefly. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. Previous time extension**

Has the time limit for responding to the request for access been extended? **Yes / No**

If yes, please indicate the ground(s) as per subsection 11(3):

\_\_\_\_\_ Subsection 11(3)(a) – applicant did not provide sufficient detail

\_\_\_\_\_ Subsection 11(3)(b) – applicant did not respond to request for clarification

\_\_\_\_\_ Subsection 11(3)(c) – volume of records requested or to be searched

\_\_\_\_\_ Subsection 11(3)(d) – notification of third party or consultation with another public body

\_\_\_\_\_ Subsection 11(3)(e) – third party complaint or referral

\_\_\_\_\_ Subsection 11(3)(f) – request for records relating to legal proceedings

Date of time extension decision: \_\_\_\_\_

New time limit for response: \_\_\_\_\_

Date of letter notifying the applicant of this decision: \_\_\_\_\_

Did the applicant complain to the Commissioner about this decision? **Yes / No**

**6. First time extension request**

Is this the first time extension request to the Commissioner in relation to this request? **Yes / No**

If no, please indicate the length of the first extension approved by the Commissioner: \_\_\_\_\_  
days

**7. Grounds for application**

Please indicate the grounds for this time extension application (indicate all that apply):

- Subsection 11(3)(a) – applicant did not provide sufficient detail
- Subsection 11(3)(b) – applicant did not respond to request for clarification
- Subsection 11(3)(c) – volume of records requested or to be searched
- Subsection 11(3)(d) – notification of third party or consultation with another public  
body
- Subsection 11(3)(e) – third party complaint or referral
- Subsection 11(3)(f) – request for records relating to legal proceedings

**8. Reasons for application: Please complete each relevant section for the grounds indicated above.**

**Subsection 11(3)(a) – applicant did not provide sufficient detail**

Please explain why the request for access does not provide sufficient detail: \_\_\_\_\_

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Please explain why satisfactory clarification from the applicant was not able to be obtained within the time limit: \_\_\_\_\_

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If applicable, please provide a copy of any written correspondence in which the public body sought clarification from the applicant, and any replies received from the applicant.

**Subsection 11(3)(b) – applicant did not respond to request for clarification**

Please explain why the public body requires clarification from the applicant regarding the request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain why satisfactory clarification from the applicant was not able to be obtained within the time limit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applicable, please provide a copy of any written correspondence in which the public body sought clarification from the applicant, and any responses received from the applicant.

**Subsection 11(3)(c) – volume of records requested or to be searched**

Approximate number of pages of responsive records: \_\_\_\_\_

Scope of search:

Approximate number of pages to be searched: \_\_\_\_\_

Approximate time to search electronic records: \_\_\_\_\_

Other potential sources of records: \_\_\_\_\_

\_\_\_\_\_

Approximate time required to perform the search: \_\_\_\_\_

Search performed to date:

Approximate number of pages already searched: \_\_\_\_\_

Amount of time spent to date searching electronic records: \_\_\_\_\_

Total amount of time to date spent performing search: \_\_\_\_\_

Please explain how meeting the current time limit would unreasonably interfere with the operations of the public body: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the approximate amount of time required to complete processing the request for access? \_\_\_\_\_  
\_\_\_\_\_

Other relevant information as per the duty to assist under section 9:

Was the applicant contacted to discuss the volume of responsive records? **Yes / No**

Was there an attempt to clarify what the applicant is looking for to identify whether any responsive records fall outside the scope of what the applicant wants? **Yes / No**

If yes, please describe the outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subsection 11(3)(d) – notification of third party or consultation with another public body**

For each third party or public body, please provide the following information:

Name of third party or public body: \_\_\_\_\_

Date notification/consultation letter sent: \_\_\_\_\_

Date of last contact with third party or public body: \_\_\_\_\_

Describe any efforts made to obtain a response: \_\_\_\_\_  
\_\_\_\_\_

Current status of notification/consultation and expected date of response: \_\_\_\_\_

\_\_\_\_\_

Number of pages of records requiring notification/consultation: \_\_\_\_\_

Other relevant information (including why notification/consultation is necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subsection 11(e) – third party complaint or referral**

Date of complaint to Commissioner or referral to Court of Queen’s Bench: \_\_\_\_\_

**Subsection 11(f) – request for records relating to legal proceedings**

If applicable, please attach a copy of the Notice of Action or Notice of Application to this application.

Please explain how the records relate to the proceeding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Additional comments**

At this time, are there any other matters that may cause further delays in the processing of this request for access? **Yes / No**

If yes, provide a brief explanation: \_\_\_\_\_

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Provide any further details that may assist the Commissioner in making a decision with regards to this time extension application: \_\_\_\_\_

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