**[Public Body name]
[Public Body address]**

[Date]

Information and Privacy Commissioner, Office of the Information and Privacy Commissioner

**RE: Time Extension Request ATIPP# [YY-XXX]**

The [Public Body name] requires an extension of [XX] days in order to respond to this request, under the following section of the *Access to Information and Protection of Privacy Act*.

[Choose relevant section(s)]

**Section 62(2)(a)(i)** based on the amount of information identified as relevant to the access request, the amount of research, compilation and examination of information that would be required to be undertaken by the responsive public body to enable the head to respond to the access request by the response date would unreasonably interfere with the responsive public body’s operations.

**Section 62(2)(a)(ii)** because of multiple concurrent access requests submitted by the applicant to the responsive public body, requiring the head to respond to the access request by the response date would unreasonably interfere with the responsive public body’s operations.

**Section 62(2)(a)(iii)** because of multiple concurrent access requests submitted by the applicant and at least one other applicant on behalf of, or in association with, the same entity or each other to which the head of the responsive public body is required to respond, requiring the head to respond to the access request by the response date would unreasonably interfere with the responsive public body’s operations.

**Section 62(2)(a)(iv)** the responsive public body reasonably requires more information from the applicant to process the access request.

**Section 62(2)(a)(v)(A)** the responsive public body reasonably requires more time to consult with another public body whose information has been identified as relevant to the access request and is held by the responsive public body.

**Section 62(2)(a)(v)(B)** the responsive public body reasonably requires more time to consult with a person, government or other entity (other than a public body) that the head reasonably believes is likely to be adversely affected by granting access to information identified as relevant to the access request.

**Section 62(2)(vi)** the head reasonably requires more time to seek the views of a third party whose information has been identified as relevant to the access request.

[Provide alternate reason if any]

[Provide details specific to the option choosen to substantiate the request – see the DAO Toolkit for examples of information that is required]

Sincerely,

[Name of Head of Public Body]

[Title]