

Template letter 5

Extension letter

[Date]

[Name and address of requester]

Dear [name]

Official information request for [brief detail of subject matter of request]

I refer to your official information request dated [date] for [brief detail of subject matter of request].

[Use if extending time limit to make a decision]

The [OIA / LGOIMA] requires that we advise you of our decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit and we are therefore writing to notify you of an extension of the time to make our decision, to [date].

[Use if extending time limit to transfer request]

This letter is to advise you that it may be necessary to transfer [part of] your request to [agency] and that we are extending the 10 working day time limit available to make this transfer, to [date].

[Use in all cases]

This extension is necessary because [your request is for a large quantity of information and meeting the original time limit would unreasonably interfere with our operations / your request necessitates a search through a large quantity of information and meeting the original time limit would unreasonably interfere with our operations / consultations [provide details if possible] necessary to make a decision on your request are such that a proper response cannot reasonably be made within the original time limit.]

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact [details of contact person].

Yours sincerely

[Name]

