[Insert agency letterhead]

[Date]

Ref: [agency reference]

[Applicant name]

**By email: [insert email]**

Dear [Name]

**We extended the time for deciding your freedom of information request**

We refer to your request under the *Freedom of Information Act 1982* (Vic) (**FOI Act**) received on [insert date].

We are writing to you to [use one option then delete the other: advise we have extended the time to decide your request by [insert period no more than 15 days] **OR** confirm your agreement to extend the time to decide your request by [insert period no more than 30 days]].

Under section 21(4) of the FOI Act, an agency must notify the applicant in writing if the period for deciding a request is extended or further extended. Under *Professional Standard 3.2*, an agency must also advise an applicant:

* under which subsection of section 21(2) of the FOI Act the time has been extended;
* why the time has been extended; and
* the number of days by which the agency is extending the due date.

Under section 21(5) of the FOI Act, an agency cannot extend the time for deciding a formal request if that time has already expired.

**Notice of extension of time**

[Use the four paragraphs below if you are extending the time under section 21(2)(a) of the FOI Act to consult with third parties, otherwise delete]

Your request is due on [insert date]. However, we are extending this time under section 21(2)(a) of the FOI Act by [insert period no more than 15 days] because we need to consult with third parties whose information is contained in the document[s] relevant to your request.

The third party information relates to [insert a brief description of what the information relates to – for example, the information is names and contact details of agency officers contained in emails related to your request].

Under section[s] [insert applicable section or sections and delete the others: 29(2), 29A(1D), 31(5), 31(6), 31A(2), 33(2B), 34(3), 35(1A)] of the FOI Act, we must notify these third parties and seek their views about whether their information should be disclosed to you, before we can make our decision. This can take some time.

If you do not require this third party information, please let us know by telephone [insert phone] or email [insert email], and we will exclude it from your request. If we exclude it from your request, we will not consider it further and it will be deleted in the document[s].

[Use the two paragraphs below if you are extending the time under section 21(2)(b) of the FOI Act with the applicant’s agreement, otherwise delete]

You should call the applicant to get their agreement to an extension of time under section 21(2)(b) of the FOI Act first, as it may be quicker and reduce formality.

We refer to our telephone conversation on [insert date]. As discussed, your request is due on [insert date] however, we need to extend this time by [insert period no more than 30 days] because [insert reasons why you need to extend the time].

Thank you for agreeing to extend the time by [insert period no more than 30 days], which you provided on [insert date] by [telephone/email].

Your request is now due on [insert date].

If you have any questions about this letter, please also contact us on [insert phone] or by email at [insert email] and quote [agency reference].

Yours sincerely

[Name of officer]

[Position title]