



RoadSafetyBC

Remedial Program Referral

Application for Extension to the Remedial Program
Completion Deadline

Provide the following information:

SURNAME (please print clearly)	GIVEN NAMES	
STREET ADDRESS		
CITY	PROVINCE	POSTAL CODE
BC DRIVER'S LICENCE NO.	DATE OF BIRTH (dd/mm/yyyy)	PHONE NUMBER
DRIVER'S SIGNATURE		DATE (dd/mm/yyyy)

Before submitting your Application for Extension to the Remedial Program Completion Deadline to RoadSafetyBC ensure the following:

- ☐ All sections of the Application for Extension are complete.
- ☐ Written submission, including relevant supporting documentation and evidence, is attached.

ATTACHMENTS PROVIDED: _____ PAGES

Instructions for applying for an extension to complete the remedial program

Please review the "Making a Request for an Extension to the Remedial Program Completion Deadline" guidelines on the RoadSafetyBC website before applying: [rdp-iip_policies_and_guidelines_-_july_2019.pdf\(gov.bc.ca\)](#)

Clients seeking an extension to the remedial program completion deadline must send a written submission along with this completed Application form to RoadSafetyBC via mail or fax at:

RoadSafetyBC
PO BOX 9254 STN PROV GOVT
VICTORIA BC V8W 9J2

Facsimile: (250) 953-8639

Your written submission must:

- Provide detailed information on why you are unable, for reasons beyond your control, to complete the remedial program within the time established to do so in your referral decision letter from RoadSafetyBC.
- Include all relevant supporting documentation or evidence you wish the Superintendent to consider when determining if an extension is warranted.

Please ensure that your submission contains all the information you want considered in your application for the extension to complete the remedial program.

Incomplete submissions will not be considered. You must submit both a completed Application for Extension and a written submission.

The personal information is collected under section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Motor Vehicle Act*. If you have any questions about the collection, use and disclosure of the information collected, contact RoadSafetyBC at PO Box 9254 Stn Prov Govt, Victoria BC, V8W 9J2, phone 250-387-7747.



If you have received a letter from RoadSafetyBC advising you that you must participate in the remedial program issued to you under section 25.2 of the *Motor Vehicle Act* (the Act), you will note that the letter advises you have 1 year from the date of that letter to complete the program. If you are unable to complete the program within 1 year you may submit a request for an extension to that completion deadline. Please do not apply prior to receiving your referral letter, as your application cannot be accepted and processed until a referral has been made.

Referrals to the remedial program are based on a review of your driving record and this review is typically triggered by a drug or alcohol related driving event, or pattern of events. Referrals are issued under sections 25.1 and 25.2 of the Act. For more information on referrals view the *Guidelines for Referral to Remedial Programs* available on the RoadSafetyBC website: [rdp-iip_policies_and_guidelines_-_july_2019.pdf \(gov.bc.ca\)](https://www.gov.bc.ca/rdp-iip_policies_and_guidelines_-_july_2019.pdf)

Grounds for an Extension:

The Superintendent may, under section 25.2 of the Act, extend the time established for a person to complete a remedial program issued under section 25.2 of the Act, if they are satisfied that the person is unable to complete the remedial program for reasons beyond that person's control, such as:

- Illness
- Jury duty
- Incarceration

Successful applications generally provide a credible case, supported by appropriate evidence (e.g. supporting documentation, notarized documentation, etc) addressing the circumstances that are beyond their control and that cause them to be unable to complete the remedial program within the 1 year period referred to in the referral letter from RoadSafetyBC.

Requests for extension to complete the remedial program do not provide an additional opportunity to seek a review of any driving prohibition or sanction that may have led to the review of your driving record and subsequent referral. There are separate processes in place for reviews of prohibitions or offences on your driving record. Further, arguments referring to your need to complete the remedial program will not be considered.

Request for Extension Decision:

A RoadSafetyBC adjudicator will decide if an extension to the time allowed to complete the remedial program will be granted in a written decision. An adjudicator can consider any relevant information you submit.

Please ensure that your submission contains all the information you want considered in the request for extension to the time allowed to complete the remedial program. Once the decision has been made you will be advised of the outcome in writing.

These guidelines are not binding rules and RoadSafetyBC adjudicators must consider all relevant evidence in the circumstances of each individual case in order to determine whether an extension is warranted. These guidelines are intended only to help applicants decide whether to submit a request for extension and to assist applicants in drafting their submissions and submitting evidence.