



Township of Wainfleet

Wainfleet - find your country side!"

Request for Screening

bylaw@wainfleet.ca

Fax: 905-899-2340 Tel: 905-899-3463

31940 Hwy 3, P.O. Box 40, Wainfleet ON L0S 1V0

Administrative Penalty Notice Recipient		
Name (first and last)		Date Received
Address		Home Telephone
City		Cell Number
Postal Code	Province	Email Address

Penalty Notice Information (Infraction) (Please provide the information found on the Penalty Notice)		
Penalty Notice No.	Penalty Date	Name on Penalty Notice
Address where the Contravention of a Municipal Bylaw Occurred		
Short Form Wording		Penalty Amount

Screening Review Requested

Note: A Screening Officer has no authority to consider questions related to the validity of a Statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or By-law.

What to expect at a Screening Review

- Ensure you are on time for your Screening Review.
- If you do not attend your Screening, the screening officer will confirm the Administrative Penalty Notice and you will be charged with an additional Administrative Fee for Non-Appearance.
- Please ensure you have an extra copy of your documents for the Screening Officer.
- Please stick to the facts that lead up to receiving the Administrative Penalty, Screening Officers can only base their decision on the facts.
- A decision must be written, it shall be sent by mail within 2 days of the hearing to the address you provide above, however you may also get a verbal decision as well.
- It is recommended that if you are planning to schedule a Hearing Review, that you file the paper work so a date can be set as soon as possible.

Reason for Screening *(you are required to provide specific reason(s))*

- Please provide a brief, factual and detailed explanation of your reason(s) for your Screening request.
- If you wish to support your Screening with images or other documentation please bring them with you at your scheduled Screening Review

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Attachment(s) included <i>(please check the relevant box):</i> Yes No
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Statement of Administrative Penalty Notice Recipient

I represent and warrant that:

- I am the “Person” that was issued the Administrative Penalty Notice; or
- I have written permission from the Person that was issued the Administrative Penalty Notice to act on their behalf.
- I acknowledge that if I fail to appear and to remain at my scheduled Screening Review until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request for a Screening, the Administrative Penalty will be confirmed, and I will be liable for an additional fee for having failed to appear, and
- I have read and understand the conditions of this application.

Signature	Date
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Instructions for Submitting Screening Request Form

Please submit your completed form to the Township of Wainfleet by:

- a) Email scanned copy to: bylaw@wainfleet.ca
- b) In person to the By-law Enforcement Officer at: Township of Wainfleet Office, 31940 Hwy 3, Wainfleet ON L0S 1V0