



Township of Wainfleet

Wainfleet - find your country side!

Request for Screening

parking@wainfleet.ca

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

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

Penalty Notice Recipient	
Name (first and last)	Home Telephone
Address	Other Telephone
City	Email Address (Required)
Postal Code	

Penalty Notice Information (Infraction) (Please provide the information found on the Penalty Notice)		
Penalty Notice No.	Penalty Date	Plate Number or VIN Number on Penalty Notice
Location where the Infraction Occurred		
Offence	Section Number	

Type of Screening Requested (You are required to check **one** preferred method of Screening)

In-Person Screening (Screening at Township Office)

Written Screening

Please Note: A Written Screening allows your Screening to be processed without your attendance at the Township Office.

Complete this section only if you have selected to attend an In-Person Screening.

- Screenings will be scheduled within 5 business days unless a specific time and date is chosen.
- If you are not available to attend an In-Person Screening within 5 business days, please include this information on your Screening Request form with the reason for your inability to attend. The scheduling of Screenings will only be delayed by a maximum of two weeks.
- Your preference for a date and time will be considered but cannot be guaranteed. Select a date and time, morning time frames and afternoon time frames are available. An email will be sent to you confirming the date and time of your Screening appointment.
- If submitting your request by mail or email a notice will be emailed to you confirming the date and time of your Screening appointment.
- In-Person Screening appointments cannot be rescheduled or adjourned.

Screening Appointment Date Requested:

Times :

Between 10:00AM - 11:30 AM

Between 1:00PM - 3:30PM

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

- Please provide a 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 In-Person Screening (if applicable) or attach them to this request.
- T h e S c r e e n i n g D e c i s i o n w i l l b e s e n t t o y o u .

Continued on next page

Attachment(s) included (please check the relevant box): **Yes** **No**

Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle (or have a letter from the owner to act on their behalf)
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person Screening 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 affirmed, and I will be liable for an additional fee for having failed to appear as per the Township's Administrative Penalties respecting the stopping, standing and parking of vehicles By-law No. 020-2014, and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting Screening Request Form

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

- a) Regular letter mail to: Township of Wainfleet, 31940 Hwy 3, P.O. Box 40, Wainfleet ON L0S 1V0
- b) Email scanned copy to: parking@wainfleet.ca
- c) In person to the By-law Enforcement Officer at: Township of Wainfleet Office, 31940 Hwy 3, Wainfleet ON L0S 1V0

For Internal Use Only

Application Received	Appointment Information		
Date Stamp:	Appointment Date	Appointment Time	Date Notified
	Registered Owner Notified by:		Penalty Notice Recipient's Initials
	Email	Mail	
Location: Township of Wainfleet Office, 31940 Hwy 3, Wainfleet ON L0S 1V0 Screening: Conference Room #1			
Screening Decision			
Screening Officer's Signature		Date	

Personal information contained on this form is collected and will be used for the purpose of administering the Township's Administrative Penalty process. Questions about this collection should be directed to the Township of Wainfleet Clerk at 905-899-2340 ext. 275.