



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 <i>(first and last)</i>		Home Telephone
Address		Other Telephone
City		Fax Number
Postal Code	Province	Email Address

Penalty Notice Information (Infraction) <i>(Please provide the information found on the Penalty Notice)</i>		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred <i>(complete for non-parking Penalty Notices only)</i>		
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.

- Please check your preferred Screening appointment time below.
- Screenings will be scheduled for the next available Wednesday
- If you are not available to attend an In-Person Screening on a specific Wednesday, 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. A Notice will be sent to you confirming the date and time of your Screening appointment.
- If submitting your request by mail, email scanned copy or fax, a notice will be sent to you confirming the date and time of your Screening appointment.
- In-Person Screening appointments cannot be rescheduled or adjourned.

Screening Appointment Times

9:00AM – 10:00AM 10:30AM – 11:30 AM 1:30PM – 2:30PM 2:30PM – 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.
- The Screening Decision will be sent to you.

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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 (for Parking Penalty Notices only); or
- I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only);
- 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 (currently \$50.00), 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) Facsimile (Fax) to: 905-899-2340
- d) In person to the Municipal Clerk 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: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person		Penalty Notice Recipient's Initials
	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. 223.