

Request for AMPS Hearing Appeal Email: parking@wainfleet.ca

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

31940 Highway 3, P.O Box 40 Wainfleet, Ontario LOS 1V0

Penalty Notice Recipient						
Name (first and last)		Home Telephone				
Address		Other Telephone				
Audicos		Cuter releptione				
City	Province	Postal Code				
Mailing Address (if different than above)						
Email Address						
Authorized Representative - Optional *See relevant Municipal Administrative Penalty By-law for list of authorized representatives*						
Name (first and last)		Home Telephone				
Address		Other Telephone				
City	Province	Postal Code				
Mailing Address (if different)						
Email Address						
Penalty Notice Information *Please provide the information found on the Penalty Notice*						
Penalty Notice No.	enalty Date	Name on Penalty Notice				
Offence						
Type of Hearing Requested *You are required to check one preferred method of Hearing*						
□ In-Person Appeal □		□ Virtual Appeal (email required)				
Note: the Appeal Hearing Officer may choose to attend your In-person Appeal Hearing virtually. You will be provided a meeting room and a computer in this circumstance.						

Information about Hearings

- Hearings may be conducted in-person or virtually
 The Host Municipality will contact you regarding the details of the Appeal Hearing.
- A Request for Appeal Hearing may be submitted by mail, email or in person.
- Appeal Hearings are scheduled for next available date only and cannot be rescheduled or adjourned.

Reason for Appeal *You are required to provide specific reason(s)*					
•	Please provide a factual and detailed explanation of your reason(s) for your Appeal Hearing				
	request.				
•	If you wish to support your Appeal Hearing with images or other documentation, please bring				
	them with you at your scheduled In-Person attendance. If attending the Appeal Hearing Virtually please forward all pictures and/or additional documents you would like considered in your appeal				
	to parking@wainfleet.ca with this Appeal Hearing Request.				
	The Hearings Officer decision will be provided to you at the Hearing.				
	The fiedinings officer decicien in the provided to you at the fiedining.				

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	I NI				
Attachment(s) included *please check the relevant box*: ☐ Yes ☐	I No				
Statement of Penalty Notice Recipient					
I represent and warrant that:					
Parking Penalties: I am the registered owner of the vehicle iden	tified on the issued Penalty				
Notice; or					
Non-Parking Penalties: I am the recipient of the issued Penalty Notice;					
If I authorize an "Authorized Representative" to accompany me and act on my behalf in this The first the standard of					
matter (as permitted) I also understand that I must attend with the "Authorized Representative";					
I acknowledge that if I fail to appear and to remain at my scheduled Hearing until my matter has					
been determined by the Hearing Officer, I will be deemed to have abandoned my request for a					
Hearing, the Administrative Penalty will be affirmed, and I will be liable for an additional \$250.00					
fee for having failed to appear; and					
I have read and understand the conditions of this application.					
Signature	Date				
-					

Instructions for Submitting In-Person or Virtual Appeal Hearing Request Form

Please submit your completed form to the Township of Wainfleet by: The 15th day from your Screening Decision letter.

- **a)** Regular letter mail to: Township of Wainfleet, 31940 Hwy 3, P.O. Box 40, Wainfleet, Ontario, Canada, L0S 1V0
- b) Complete Form online or Emailed scanned copy to: parking@wainfleet.ca
- c) In person/ drop box to the Community Services and Development Admin at: Township of Wainfleet, 31940 Hwy 3, P.O. Box 40, Wainfleet, Ontario, Canada, LOS 1V0

For Internal Use Only						
Application Received	lication Received Appointment Information					
Date Stamp:	Appointment Date	Appointment Time	Date Notified			
	Penalty Notice Recipient Notified by:		Penalty Notice Recipient's Initials			
	☐ Email ☐ In Persor	n │ □ Mail				
	Hearing Location: To be advised by the municipality of where your					
	penalty notice was issued.					
Hearing Decision						
Hearing Officer's Signature		Date				

Personal information contained on this form is collected and will be used for the purpose of administering the Township of Wainfleet Administrative Penalty process. Questions about this collection should be directed to the Township's Freedom of Information Officer at 905-899-3463 ext 224.