



## Request for Screening

[AMPappeals@thorold.ca](mailto:AMPappeals@thorold.ca)

Tel: 905-227-6613

3540 Schmon Pkwy, Thorold, ON L2V 4A7

Penalty Notice Recipient		
Name ( <i>First and last</i> )		
Address		Home Telephone
City		Other Telephone
Postal Code	Province	Email Address

Authorized Representative ( <i>To be completed if a Representative is <b>delegated</b> by the Penalty Notice Recipient to attend on their behalf.</i> )		
Name ( <i>First and last</i> )		
Address		Home Telephone
City		Other Telephone
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 (complete for <b>non-parking</b> Penalty Notices only)		
Offence		

### Screening Appointment Times

- In-Person Screenings are held on Thursdays between 9:30am and 12:00pm (noon).
- If you are not available to attend an In-Person Screening on a specific date, 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 will be considered but cannot be guaranteed. **A notice will be sent to you by email or by regular mail (if an email address is not provided on this form) confirming the date and time of your Screening appointment.**
- In-Person or Virtual (Zoom) Screening appointments cannot be rescheduled or adjourned.

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

- In-Person** (Screening at City Hall)    **Virtual** (Screening via Zoom)    **Written**

**Please Note:** A Written Screening allows your Screening to be processed without your attendance at City Hall or via Zoom.

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

- Please provide a factual and detailed explanation of your reasons for your Screening request.
- If you wish to support your Screening with images or other documentation, please attach them to this request. **Note that any evidence that has not been submitted with this request will be inadmissible at the Screening.**
- ***The Screening Decision will be sent to you by email*** or by regular mail if an email address is not provided on this form.

Continued on next page

Continued from page 2

**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 or my Authorized Representative, 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 \$100.00), and
- I have read and understand the conditions of this application.

**Signature:**

**Date:**

**Instructions for Submitting In-Person Screening and Written Screening Request Form**

Please Submit your completed form to the City of Thorold by:

- a) Emailed scanned copy to: [ampappeals@thorold.ca](mailto:ampappeals@thorold.ca)
- b) In person at City Hall: 3540 Schmon Pkwy, PO Box 1044, Thorold, ON L2V 4A7

Personal information contained on this form is collected and will be used for the purpose of administrating the City's Administrative Penalty process. Questions about this collection should be directed to the City Clerk at 905-227-6613.