



Request for Hearing

AMPappeals@thorold.ca

Tel: 905-227-6613

3540 Schmon Pkwy, Thorold, ON L2V 4A7

Penalty Notice Recipient

Name (*First and last*)

Address

Home Telephone

City

Other Telephone

Postal Code

Province

Email Address

Authorized Representative (*To be completed if a Representative is **delegated** by the Penalty Notice Recipient to attend on their behalf.*)

Name (*First and last*)

Address

Home Telephone

City

Other Telephone

Postal Code

Province

Email Address

Penalty Notice Information (Infraction) (*Please provide the information found on the Penalty Notice*)

Penalty Notice No.

Penalty Date

Plate Number or Name on Penalty Notice

Location where the Infraction Occurred (complete for **non-parking** Penalty Notices only)

Offence

Hearing Appointment Times

- Your Hearing will be scheduled for the next available date.
- If you need to have your hearing held on a day/time other than the next available date you must request that the Hearing Officer extend the time to request a Hearing. This will require your attendance before the Hearing Officer on the next available date to explain the reasons for your extension request (which should be detailed on this request form). Extensions of time to request a Hearing will be subject to the decision of the Hearing Officer and depending on the decision of the Hearing Officer you should be prepared to proceed with your appeal on the same day.
- If submitting your request by email a notice will be sent to you confirming the date and time of your Hearing.

Hearing Appointment Times

The Hearing Officer will attend the meeting via Zoom, but the applicant will attend in person or via Zoom. Please identify your preferred attendance method below.

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

In-Person (Hearing at City Hall)

Virtual (Hearing via Zoom)

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

- Please provide a factual and detailed explanation of your reasons for your Hearing Request.
- If you previously submitted evidence for your Screening, it will be provided to the Hearing Officer.
Note that any evidence not submitted for your Screening is inadmissible at the Hearing.
- **The Hearing Officer's decision will be sent to you by email** or by regular mail if an email address is not provided on this form.

Reason for Hearing Request <i>(you are required to provide specific reasons)</i>		
Attachment(s) included <i>(please check the relevant box):</i>	Yes	No

****The decision of the Hearing Officer is final and binding****

Statement of Penalty Notice Recipient	
I represent and warrant that: ▪ I am the registered owner of the vehicle (for <u>Parking Penalty Notices</u> only); or ▪ I am the person named on the Penalty Notice (for <u>Non-Parking Penalty Notices</u> only); ▪ I acknowledge that if I or my Authorized Representative, 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, I will be liable for an additional fee for having failed to appear (currently \$200.00) and understand that in relation to Parking Infractions that my penalty and fees will be referred to the Ontario Ministry of Transportation for the denial of my Ontario Vehicle permit application if the affirmed penalty and fees are not paid to the City within the time frame set out in the by-law; and ▪ I have read and understand the conditions of this application.	
Signature	Date

Instructions for Submitting Hearing Request Form
<i>Please Submit your completed form to the City of Thorold by:</i> a) Emailed scanned copy to: 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.