

Request for AMPS Parking Hearing Appeal

Email: AMPappeals@westlincoln.ca

Tel: 905-957-3346 Fax: 905-957-3219

318 Canborough Street

Smithville, Ontario

LOR 2A0

P.O Box 400

Penalty Notice Recipient		
Name (first and last)	Home Telephone	
Address	Other Telephone	
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.	Penalty Date	Name on Penalty Notice
Offence		

Type of Hearing Requested *You are required to check one preferred method of Hearing*	
<input type="checkbox"/> In-Person Appeal	<input type="checkbox"/> 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
- A Hearing Officer will contact you to book the Appeal Hearing.
- A Request for Appeal Hearing may be submitted by mail, email or in person.
- Appeal Hearings 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 AMPappeals@westlincoln.ca with this Appeal Hearing Request.
- The Hearings Officer decision will be provided to you at the Hearing.

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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 identified on the issued Penalty Notice;
- If I authorize an “Authorized Representative” to accompany me and act on my behalf in this 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 \$50.00 fee for having failed to appear; and
- I have read and understand the conditions of this application.

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

Please submit your completed form to the Township of West Lincoln by:

- a) **Regular letter mail to:** Township of West Lincoln, 318 Canborough Street, Smithville, Ontario L0R 2A0 P.O Box 400
- b) **Emailed scanned copy to:** AMPappeals@westlincoln.ca
- c) **In person/ drop box to the attention of the Bylaw/ Parking Department at:** Township of West Lincoln, 318 Canborough Street, Smithville, Ontario L0R 2A0

For Internal Use Only

Application Received	Appointment Information		
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Date Stamp:	Appointment Date	Appointment Time	Date Notified
	Penalty Notice Recipient Notified by:		Penalty Notice Recipient's Initials
	<input type="checkbox"/> Email	<input type="checkbox"/> In Person	
Hearing Location: To be advised by the municipality of where your penalty notice was issued.			

Hearing Decision	
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Hearing Officer's Signature	Date
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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 West Lincoln's Freedom of Information Officer at 905-957-3346.