

# ADMINISTRATIVE MUNICIPAL PENALTY SYSTEM (AMPS)

## F.A.Q'S

- **Q. Do all parking tickets issued by the Town of Pelham fall under the AMP System?**  
**A.** Yes. If you have received a parking ticket in the Town of Pelham it is governed by the rules and regulation of the AMP System including Payment Options, Late Penalties, Review and Appeal Process, etc.
- **Q. How long do I have to pay my AMPS Parking Infraction Notice?**  
**A.** *You have 15 days from the issue date entered on your Penalty Notice to pay the infraction. After 15 days Late Payment Fees, M.T.O. Search Fees and M.T.O. Plate Denial Fees may be added to the original infraction amount.*
- **Q. I have received a Parking Infraction and want to pay it. How do I go about paying for it?**  
**A.** *You can mail the payment (cheque ONLY) in the envelope that was included with the infraction notice ( Central Parking Tag Facility/P.O. Box 400/Fonthill, ON LOS 1E0) OR you can pay it in person at the Welcome Desk/ Lower Level/Pelham Town Hall - #20 Pelham Town Square, Pelham On, LOS 1E0. Either way it is important that you supply your citation number with your payment. ONLINE PAYMENT for a Parking Infraction is currently not available.*
- **Q. What if I want to challenge the Parking infraction Notice?**  
**A.** *Within 15 days of receiving the Notice you can ask for a REVIEW of the Infraction by a SCREENING OFFICER. You must complete a REQUEST FOR SCREENING REVIEW FORM which can be found on the Town Web Site at [www.Pelham.ca](http://www.Pelham.ca) OR you can pick one up in person from the Welcome Desk/Lower Level/Pelham Town Hall. You can choose to allow the REVIEW to take place based on the information you have supplied in the SCREENING REVIEW FORM without you in attendance OR you may attend the REVIEW at the time and date specified.*
- **Q. Can I ask for REVIEW if more than 15 days has lapsed since receiving the Parking Infraction Notice?**  
**A.** *YES, you may request an Extension for a REVIEW after 15 days, but not more than 30 days of receiving the Parking Infraction Notice; however, this extension will only be granted if you can demonstrate on a balance of probabilities that extenuating circumstances existed that warrant the extension.*
- **Q. If I do not agree with the SCREENING OFFICERS decision after the REVIEW can I appeal that decision?**

**A.** YES, you may appeal the decision of the SCREENING OFFICER within 15 days of receiving that decision. You must complete a APPEAL HEARING REQUEST FORM which can be found on the Town Web Site at [www.Pelham.ca](http://www.Pelham.ca) OR you can pick one up in person from the Welcome Desk/Lower Level/Pelham Town Hall. You MUST attend the APPEAL HEARING at the time and date specified.

- **Q. Can I ask for an APPEAL HEARING if more than 15 days has lapsed since receiving the SCREENING OFFICERS decision?**

**A.** YES, you may request an Extension for a APPEAL HEARING after 15 days, but not more than 30 days of receiving the SCREENING OFFICERS decision; however, this extension will only be granted if you can demonstrate on a balance of probabilities that extenuating circumstances existed that warrant the extension.

- **Q. If I do not agree with the decision of the APPEAL HEARINGS OFFICER after the HEARING can I appeal that decision?**

**A.** NO, the decision of the APPEAL HEARINGS OFFICER is final.

- **Q. What if I don't show up for a scheduled REVIEW SCREENING or APPEAL HEARING?**

**A.** If you have been scheduled for a REVIEW or HEARING in person, and you do not show up and did not advise us that you could not attend, then a NO-SHOW fee of \$50.00 for a REVIEW SCREENING and \$100.00 for an APPEAL HEARING will be added to the original amount of your Penalty Infraction.

- **Q. What are some important contacts regarding Parking Infractions?**

**A.** Any questions about Parking Infraction Notices contact 905.892.2607 Ext 201

**A.** To pick up a blank SCREENING REVIEW FORM or APPEAL HEARING FORM or to drop off a completed FORM please attend Pelham Town Hall/Welcome Desk/Lower Level/20 Pelham Town Square, Fonthill ON, L0S 1E0 or they are available online at [www.pelham.ca](http://www.pelham.ca) .

**A.** To email a completed SCREENING REVIEW FORM or APPEAL HEARING FORM send it to [AMPSappeals@pelham.ca](mailto:AMPSappeals@pelham.ca)

**A.** For additional information on the Administrative Municipal Parking System visit the Towns Website at [www.pelham.ca](http://www.pelham.ca) .

