



## Request for Parking Infraction Appeal Hearing

[AMPSappeals@pelham.ca](mailto:AMPSappeals@pelham.ca)

Fax: 905-892-5055 Tel: 905-892-2607

20 Pelham Town Square, Fonthill ON, L0S 1E0

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

Authorized Representative <i>(To be completed if a Representative is <b>accompanying</b> the Penalty Notice Recipient. The City's Hearings Officer By-law restricts Representative to the following: a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by By-law passed pursuant to the Law Society Act, R.S.O. 1990, c. L.8 )</i>		
Name <i>(first and last)</i>	Home Telephone	
Address	Other Telephone	
City	Fax Number	
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 <b>or</b> VIN Number
Offence		Vehicle Make and Model

Preferred Hearing Appointment Time <i>(Please check your preferred Hearing time below)</i>	
<ul style="list-style-type: none"> <li>▪ Hearings are held within 60 days of request.</li> <li>▪ Your Hearing will be scheduled for the next available Hearing day</li> <li>▪ If you need to have your Hearing held on a day/time other than the your scheduled Hearing Date, you must request that the Hearings Officer extend the time to request a Hearing. This will require you contacting the Hearing Officer 7 days prior to your scheduled attendance before the Hearings Officer and explain the reasons for your extension request. Extensions of time to request a Hearing will be subject to the decision of the Hearings Officer. If submitting your request by mail, email scanned copy or fax, a notice will be sent to you confirming the date and time of your Hearing appointment.</li> </ul>	
Preferred time:	<input type="checkbox"/> 1:00PM – 2:00PM <span style="margin-left: 100px;"><input type="checkbox"/> 2:00PM – 4:00PM</span>



**Statement of the Penalty Notice Recipient**

I represent and warrant that:

- I am the registered owner of the vehicle; and
- I have reviewed the “Authorized Representative” section of this request, and If I choose an “Authorized Representative” to accompany me and act on my behalf in this matter as permitted, I understand that I *must attend* with the “Authorized Representative”;
- I acknowledge that if I fail to appear or fail to remain at my scheduled Hearing until my matter has been determined by the Hearings Officer, I will be deemed to have abandoned my request for a Hearing and will be liable for an additional fee for having failed to appear (currently \$100.00) and understand 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**

Please submit your completed form to the **Town of Pelham** by:

- a) **Regular letter mail to:** Town of Pelham, Town Clerk AMPS Appeals Division, P.O. Box 400, 20 Pelham Town Square, Fonthill, ON, L0S 1E0
- b) **Emailed scanned copy to:** [AMPSappeals@pelham.ca](mailto:AMPSappeals@pelham.ca)
- c) **Facsimile (Fax) to:** 905-892-5055
- d) **In person to the Town Clerk at::** Pelham Town Hall, Welcome Desk Lower Level, 20 Pelham Town Square, Fonthill, ON L0S 1E0

**For Internal Use Only**

Application Received				Appointment Information		
Date Stamp:	Received By (staff initials)	Appointment Date	Appointment Time			
	Registered Owner Notified by:			Penalty Notice Recipient's Initials		
	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> In Person		
<b>Hearing Location:</b> Town Hall, 20 Pelham Town Square, Fonthill, ON , L0S 1E0 <ul style="list-style-type: none"> <li>• <b>Hearing Conference Room,</b></li> </ul>						
Hearing Decision						
Hearings Officer's Signature				Date		

Personal information contained on this form is collected and will be used for the purpose of administering the City's administrative penalty process. Questions about this collection should be directed to the Town of Pelham's Freedom of Information Officer 905-892-2607.