



Request for Parking Infraction Screening Review

AMPsappeals@pelham.ca

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

20 Pelham Town Square, Fonthill, Ontario, Canada, L0S 1E0

| Penalty Notice Recipient | | |
|------------------------------|----------|-----------------|
| 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 or VIN Number |
| Offence | | Vehicle Make and Model |

| Type of Screening Requested <i>(You are required to check one preferred method of Screening)</i> |
|---|
| <input type="checkbox"/> In-Person Screening (Screening at Town Hall) <input type="checkbox"/> Written Screening (Email Required) |
| Please Note: A Written Screening allows your Screening to be processed without your attendance at Town Hall. |

| Complete this section <u>only</u> if you have selected to attend an In-Person Screening . | | | | |
|--|---|--|--|-----|
| <ul style="list-style-type: none"> ▪ Please check your preferred Screening Appointment Day & Time below. ▪ Screenings will be scheduled within <u>30 days of request</u> ▪ If you are not available to attend an In-Person Screening on a specific day, 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 and time will be considered but cannot be guaranteed. A Notice will be sent to you confirming the date and time of your Screening appointment. ▪ 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 Screening appointment. ▪ In-Person Screening appointments cannot be rescheduled or adjourned. | | | | |
| Preferred Screening Appointment Day & Times : | | | | |
| mon | tue | wed | thur | fri |
| <input type="checkbox"/> 9:00AM – 10:00AM | <input type="checkbox"/> 10:30AM – 11:30 AM | <input type="checkbox"/> 1:30PM – 2:30PM | <input type="checkbox"/> 2:30PM – 3:30PM | |

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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; and
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person Review until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request for a Review, the Administrative Penalty will be affirmed, and I will be liable for an additional fee for having failed to appear (currently \$50.00), 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 Town of Pelham by:

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

For Internal Use Only

| Application Received | Appointment Information | | |
|-------------------------------|---|------------------|--|
| Date Stamp: | Appointment Date | Appointment Time | Date Notified |
| | Registered Owner Notified by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person | | Penalty Notice Recipient's Initials |
| | Location: Town Hall, 20 Pelham Town Square, Fonthill, Ontario, Canada, L0S 1E0 ▪ Screening: Conference Room, | | |
| Screening Decision | | | |
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| Screening Officer's Signature | | Date | |

Personal information contained on this form is collected and will be used for the purpose of administering the towns Administrative Penalty process. Questions about this collection should be directed to the Town of Pelham Freedom of Information Officer at 905-892-2607.