



Request for Parking Infraction Screening Review

Email: AMPSappeals@pelham.ca

Tel: 905-980-6664

20 Pelham Town Square, PO Box 400, Fonthill, Ontario, Canada L0S 1E0

Penalty Notice Recipient		
Name (first and last)		Home Telephone
Address		Other Telephone
City	Province	Postal Code
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"/> Virtual Screening (email required)
<input type="checkbox"/> Written Screening (email required)
Please Note: 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.▪ 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.▪ In-Person Screening appointments cannot be rescheduled or adjourned.
Preferred Screening Appointment Day & Times: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon

Reason for Screening *(You are required to provide specific reason(s))*

- Please provide a factual and detailed explanation of your reason(s) for your Screening request.
- If you wish to support your Screening with images or other documentation, please forward them with this Screening Request.
- The Screening Decision will be communicated to you and will be sent in writing by email or regular mail immediately following the Review.

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;
- I acknowledge that if I fail to appear and to remain at my scheduled in-person or virtual Screening 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 \$50.00 fee for having failed to appear; and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting In-Person, Virtual, and Written Screening Request Form

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

- Regular letter mail to:** Town of Pelham, Town Hall, P.O. Box 400, 20 Pelham Town Square, Fonthill, Ontario, Canada L0S 1E0
- Emailed scanned copy to:** AMPSappeals@pelham.ca
- In person/drop box to the attention of the Town Clerk at:** Pelham Town Hall, 20 Pelham Town Square, Fonthill, Ontario L0S 1E0

For Internal Use Only

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

Personal information contained on this form is collected and will be used for the purpose of administering the Town's Administrative Penalty process. Questions about this collection should be directed to the Town of Pelham Freedom of Information Officer at 905-980-6664.