



## Request for AMPS Screening Review

Tel: 905-980-6664 Email: [AMPsappeals@pelham.ca](mailto:AMPsappeals@pelham.ca)

20 Pelham Town Square PO Box 400, 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	Penalty Notice Issue Date
Offence		

Type of Screening Requested ( <i>You are required to check <b>one</b> preferred method of Screening</i> )
<input type="checkbox"/> <b>In-Person Screening</b> (Screening at Town Hall) <input type="checkbox"/> <b>Virtual Screening Via Zoom</b> (email required) <input type="checkbox"/> <b>Written Screening</b> (email required)
<b>Please Note:</b> A Written/Virtual 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 <b>In-Person Screening</b> .	
<ul style="list-style-type: none"><li>▪ Please check your preferred Screening appointment date/ time below.</li><li>▪ A Screening Officer will contact you to book your screening review. Your preference for a date and time will be considered but cannot be guaranteed.</li><li>▪ A Request for Screening review may be submitted by mail, email or via Town of Pelham drop-box.</li><li>▪ In-Person Screening appointments cannot be rescheduled or adjourned.</li></ul>	
Screening Appointment: Preferred Day of the Week	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
Screening Appointment Time:	
<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 bring them with you at your scheduled In-Person Screening (if applicable) **or** attach them to this request.
- If you are attending the Screening either in person or virtually, The Screening Decision will be given to you in person immediately following the Review. If you are not attending the Screening the decision will be communicated to you by email or regular mail.

**Attachment(s) included** *(please check the relevant box):* ☐ Yes ☐ No

### Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the person whose name appears on the issued Penalty Notice OR I am an authorized person representing the company whose name appears on the issued Penalty Notice.
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person or Virtual 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 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](mailto:AMPSappeals@pelham.ca)
- c) **In person/ drop box to the *Town Clerk* at:** Pelham Town Hall, Attn: AMPS Screening 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
	Penalty Notice Recipient 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>Location:</b> Town Hall, 20 Pelham Town Square, Fonthill, Ontario, Canada, L0S 1E0 <b>▪ Screening:</b> Conference Room OR Virtual (circle one)	
Screening Decision			
Screening 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 Freedom of Information Officer at 905-892-2607.