



Request for AMPS Hearing Appeal

Email: AMPSappeals@pelham.ca

Tel: 905-980-6664

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

Penalty Notice Recipient		
Name (first and last)		Home Telephone
Address		Other Telephone
City	Province	Postal Code
Mailing Address (if different than above)		
Email Address		

Authorized Representative - Optional *See relevant Municipal Administrative Penalty By-law for list of authorized representatives*		
Name (first and last)		Home Telephone
Address		Other Telephone
City	Province	Postal Code
Mailing Address (if different)		
Email Address		

Penalty Notice Information *Please provide the information found on the Penalty Notice*		
Penalty Notice No.	Penalty Date	Name on Penalty Notice
Offence		

Type of Hearing Requested *You are required to check one preferred method of Hearing*	
<input type="checkbox"/> In-Person Appeal	<input type="checkbox"/> Virtual Appeal (email required)
Note: the Appeal Hearing Officer may choose to attend your In-person Appeal Hearing virtually. You will be provided a meeting room and a computer in this circumstance.	

Information about Hearings

- Hearings may be conducted in-person, virtually or in writing.
- A Hearing Officer will contact you to book the Appeal Hearing.
- A Request for Appeal Hearing may be submitted by mail, email or in person.
- Appeal Hearings cannot be rescheduled or adjourned.

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

- Please provide a factual and detailed explanation of your reason(s) for your Appeal Hearing request.
- If you wish to support your Appeal Hearing with images or other documentation, please bring them with you at your scheduled In-Person attendance. If attending the Appeal Hearing Virtually please forward all pictures and/or additional documents you would like considered in your appeal to ampsappeals@pelham.ca with this Appeal Hearing Request.
- The Hearings Officer decision will be provided to you at the Hearing.

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

Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the recipient of the issued Penalty Notice;
- If I authorize an “Authorized Representative” to accompany me and act on my behalf in this matter (as permitted) I also understand that I must attend with the “Authorized Representative”;
- I acknowledge that if I fail to appear and to remain at my scheduled Hearing until my matter has been determined by the Hearing Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for an additional \$100.00 fee for having failed to appear; and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting In-Person or Virtual Appeal Hearing 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:		Penalty Notice Recipient's Initials
	<input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Mail		
		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.