Hearing Review Request - APS

Instructions: Please complete and submit this form to request a Hearing Review Request of your Penalty Notice.

If a person wishes to dispute the screening decision, a person may request a Hearing Review no later than 30 days after the date of the service of the Screening Decision. Written notice of your Hearing Review appointment will be provided.

Meetings will typically be held virtually by audio/video conferencing (e.g. Zoom, Microsoft Teams). If you require accommodation, please advise the Municipality of your accommodation needs so that appropriate arrangements can be made prior to your appointment. The Municipality does not provide interpreters. If your hearing is approved to be held in person due to extenuating circumstances, please bring copies of all documents that you intend to use as evidence in relation to the Penalty Notice.

Section 1 – Penalty Notice Information

Penalty Notice Number: _____ Offence Date: _____

Address of Offence: _____ Screening Review Date: _____

I affirm I have completed a Screening Review, and given the outcome, I intend to advance my appeal to the level of a Hearing Officer:

☐ Yes

Section 2 – Defendant Information

First Name: _____Last Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Will you be representing yourself?

☐ Yes

☐ No

If you selected 'No' please complete an **Authorization to Act as an Agent Form.**

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Section 3 – Reason for Review

Please provide a factual and detailed explanation of the reason(s) for your Hearing Review:

Section 4 - Supporting Documents

Please attach supporting documents for your request for a screening review. Supporting documents help establish the validity of the request. For example, a death certificate, police report, medical note, or photographs may constitute supporting documentation.

If paying the Administrative Monetary Penalty will cause financial difficulty and you require additional time to pay, please send all supporting financial documents to support your claim. If you are unable to meet the identified timelines, please complete a **Request for Extension of Time.**

Section 5 – Submitting the Form

Payment Options:

1. **Online:** Pay invoice with Penalty Notice # through the Municipality's website: www.meaford.ca/aps
2. **In Person:** At the Administrative Office located at 21 Trowbridge Street West, Meaford during regular service hours (8:30 a.m. to 5:00 p.m. Monday to Friday). Payment may be made in cash, cheque, money order, debit card or credit card.
3. **By Mail:** Mail a cheque or money order made payable to the Municipality of Meaford. Please write your Penalty Notice number on the front of the cheque or money order. Do not mail cash. Mail to: Municipality of Meaford – By-law Services 21 Trowbridge Street West, Meaford, ON N4L 1A1

Section 6 – Signature

By signing this form, I certify that all information provided is true and accurate. I will notify the Municipality if any of the information changes before the review date.

Signature: _____ Date: _____

All personal information collected on this form is protected under the *Municipal Freedom of Information* and *Protection of Privacy Act* and will be used only for the purpose of processing your request.