

Request for Hearing

Tel: 905-871-1600

Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON L2A 2S6

Penalty Notice Recipient	
Name <i>(first and last)</i>	Home Telephone
Address	Other Telephone
City, Province, Postal Code	Email Address

Authorized Representative <i>(To be completed if a Representative is accompanying the Penalty Notice Recipient. The Town's Hearings Officer By-law restricts Representative to the following: a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by By-law passed pursuant to the Law Society Act, R.S.O. 1990, c. L.8)</i>	
Name <i>(first and last)</i>	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 Name on Penalty Notice
Location where the Infraction Occurred <i>(complete for non-parking Penalty Notices only)</i>		
Offence	Section Number	

Hearing Appointment Information
<ul style="list-style-type: none"> ▪ Hearings are by appointment with a Hearings Officer and will be scheduled on Thursdays. ▪ Your Hearing will be scheduled for the next available Thursday. ▪ If you need to have your Hearing held on a day/time other than the next available Thursday you must request that the Hearings Officer extend the time to request a Hearing. This will require you to explain the reasons for your extension request (which should be detailed on this request form). Extensions of time to request a Hearing will be subject to the decision of the Hearings Officer and depending on the decision of the Hearings Officer you should be prepared to proceed with your appeal on the same day. ▪ If submitting your request by mail or email, a notice will be sent to you confirming the date and time of your Hearing appointment.

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

- Please provide a factual and detailed explanation of your reasons for your Hearing Request.
- If you wish to support your Hearing with images or other documentation please bring them with you.
Note that any evidence not presented at your Screening is inadmissible at the Hearing.
- The Hearings Officer decision will be provided to you at the Hearing or it will be sent to you.

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

Statement of the Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle (for Parking Penalty Notices only); or
- I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only);
- If I have reviewed the “Authorized Representative” section of this request and I authorize an “Authorized Representative” to accompany me and act on my behalf in this matter as permitted and 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 Hearings Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, I will be liable for an additional fee for having failed to appear (currently \$100.00) and understand that in relation to Parking Infractions that my penalty and fees will be referred to the Ontario Ministry of Transportation for the denial of my Ontario Vehicle Permit application if the affirmed penalty and fees are not paid to the Town within the time frame set out in the by-law; and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting Hearing Request Form

Please submit your completed form to the Town of Fort Erie by:

- a) **Email to** hgalloway@forterie.ca or
- b) **Regular letter mail to:** Town of Fort Erie 1 Municipal Centre Drive, Fort Erie ON L2A 2S6 or
- c) **In person to Customer Service:** 1 Municipal Centre Drive, Fort Erie ON L2A 2S6, Attn.: H. Galloway

For Internal Use Only

Application Received		Appointment Information		
Date Stamp:	Appointment Date	Appointment Time	Date Notified	
	Registered Owner Notified by:			Penalty Notice Recipient's Initials
	<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Phone	
Hearing Location: Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON.				
Hearing Decision				
Hearings 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 Fort Erie's Freedom of Information Officer 905-871-1600.