

Request for Screening

AMPappeals@westlincoln.ca

Fax: 905-957-3219 **Tel:** 905-957-3346 318 Canborough Street, Smithville, ON

L0R 2A0

Penalty Notice Recipient						
Name (first and last)		Home Telephone				
Address		Other Telephone				
City		Fax Number				
Postal Code	Province	Email Address				
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Penalty Notice Information (Infraction) (Please provide the information found on the Penalty Notice)						
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice				
Location where the Infraction Occurred (complete for non-parking Penalty Notices only)						
Offence		Section Number				
Type of Screening Requested (You are required to check one preferred method of Screening)						
☐ Written Screening ☐ In-Person Screening/remotely (Screening at Township Municipal Office)						
Please Note: A Written Screening allows your Screening to be processed without your attendance at the Township Municipal Office.						

- Upon request, an In-Person Screening can be scheduled
- You may also request a review by completing the information on the attached form. The scheduling of In-Person Screenings will based on demand.
- 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.
- If submitting your request by mail, email scanned copy or fax, 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.

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. The Screening Decision will be sent to you.			

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Attachment(s) included (please check the relevant box): ☐ Yes ☐ No				
Statement of Penalty Notice Recipient				
I represent and warrant that:				
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- I am the registered owner of the vehicle (for <u>Parking Penalty Notices</u> only); or
- I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only);
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person Screening until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request for a Screening, the Administrative Penalty will be affirmed, and I will be liable for an additional fee for having failed to appear (currently \$50.00), 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 Township of West Lincoln by: a) Regular letter mail to: Township of West Lincoln, 318 Canborough St., Smithville, ON LOR 2A0 b) Emailed scanned copy to: AMPappeals@westlincoln.ca							
c) Facsimile (Fax) to: 905-957-3219							
d) In person to By-Law Enforcement Officer at: Township Municipal Office, 318 Canborough St., Smithville, ON L0R 2A0							
For Internal Use Only							
	Application Received Appointment Information						
Date Stamp:	Appointment Date	Appointment Time	Date Notified				
Registered Owner Notified by:							
□ Email □ Fax □ Mail □ In Person							
Location : Township Office, 318 Canborough St., Smithville, ON 2A0							
Screening Decision							

Personal information contained on this form is collected and will be used only for the purpose of administering the Township's Administrative Monetary Penalty process. Questions about this form should be directed to the Township of West Lincoln's Freedom of Information Officer, Joanne Scime, Clerk at 905-957-3346.

Date

Screening Officer's Signature