



Township of North Dundas
 636 St. Lawrence Street, P.O. Box 489
 Winchester, ON, K0C 2K0
 T: (613) 774-2105 | F: (613) 774-5699
 www.northdundas.com

REQUEST FOR A REVIEW BY A SCREENING OR HEARINGS OFFICER

Applicants are responsible for the completion and content of this form

Penalty Notice Recipient		
Name (first and last)	Home Telephone	
Address	Other Telephone	
City	Fax Number	
Province	Postal Code	Email Address

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		
Offence	Section Number	

Type of Request
<input type="checkbox"/> Review by a Screening Officer to dispute Penalty Notice received
<input type="checkbox"/> Review by a Hearings Officer to dispute Decision of a Screening Officer

Reason for Review (you are required to provide specific reason(s))
<ul style="list-style-type: none"> ▪ Please provide a factual and detailed explanation of your reason(s) for your request ▪ If you wish to support your request with images or other documentation, please attach them to this request ▪ The Screening or Hearing Decision will be sent to you
Continued on next page.

Continued from page 1.

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

Statement of 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);
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person 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, and I will be liable for any additional Administrative Fees; and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting Request for Review Form

Please submit your completed form to the Township of North Dundas by:

- a) **Regular letter mail to:** P.O. Box 489, 636 St. Lawrence St, Winchester, ON K0C2K0
- b) **Email scanned copy to:** info@northdundas.com
- c) **Facsimile (Fax) to:** 613-774-5699
- d) **In person at:** 636 St. Lawrence St, Winchester, ON K0C2K0

INTERNAL USE ONLY

Application Received Date:

Decision Date:

Date Owner Notified:

Notification by: Email Mail Fax In Person

Officer's Name:

Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS Bylaw. Questions about this collection should be directed to the Township of North Dundas Clerk at 613-774-2105.