

Request for Hearing Review

For an electronic copy of this form, please visit the Township's [Forms, Applications & Permits webpage](#).

Notice of Collection

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and will be used for the purpose of administering the Township's Administrative Monetary Penalty System (AMPS). Questions about this collection should be directed to the Manager of Community & Corporate Services/Clerk, 1310 Centre Line, Selwyn, ON (physical location); P.O. Box 270, Bridgenorth ON K0L 1H0 (mailing address); K9J 6X5, (705) 292-9507 (phone).

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

Authorized Representative – Optional (To be completed if the Penalty Notice Recipient is being represented. The Township's Hearing Officer By-law restricts Representatives 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 <i>Law Society Act</i> , R.S.O. 1990, c. L.8, as amended)		
Name (first and last)		Telephone Number - Home
Address		Telephone Number - Other
City		Fax Number
Province	Postal Code	Email Address

Penalty Notice Information (Please provide the information found on the Penalty Notice)		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Offence Occurred (Complete for Non-Parking Penalty Notices Only)		
Offence	By-law and Section Number	

Information about Hearings
• Hearings are conducted electronically (virtual) or orally (in-person). • Your Hearing will be scheduled based on the availability of the Hearing Officer. • A notice will be sent to you confirming the date, time, and place scheduled for your Hearing.

Reason for Request for Review by a Hearing Officer (Please provide specific reason(s))

- Please provide a factual and detailed explanation of your reason(s) for your request for a review by a Hearing Officer.
- If you wish to support your Hearing with images or other documentation, please include them with your request for review by a Hearing Officer, or send them digitally to AMPS@selwyntownship.ca.
- The Hearing Officer's decision will be provided to you in accordance with the Township's Hearing Officer By-law.

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

Statement of Penalty Notice Recipient
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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 authorize an “Authorized Representative” to act on my behalf in this matter (as permitted) I also understand that I must attend with the “Authorized Representative”;
- I acknowledge that if a Person fails to appear at the time and place scheduled for a hearing:
 - The Person shall be deemed to have abandoned the Request for a Review by a Hearing Officer;
 - The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be affirmed;
 - The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - The Person shall pay the Township a Hearing Non-Appearance Fee, Late Payment Fee and any other applicable Administrative Fee(s);
- I understand that pursuant to section 8(3) of Ontario Regulation 333/07, made under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, a Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law; and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting Request for Hearing Review

Please submit your completed form to the Township of Selwyn by:

- a) Regular Mail to: Township of Selwyn, P.O. Box 270, Bridgenorth ON K0L 1H0
- b) Email scanned copy to: AMPS@selwyntownship.ca
- c) In-person at the Selwyn Township Municipal Office, 1310 Centre Line, Selwyn, ON K9J 6X5