

Request for Screening 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 (See Administrative Monetary Penalty System By-law for more information on Authorized Representatives)		
Name (first and last)		Telephone Number - Home
Address		Telephone Number - Other
City		Fax Number
Province	Postal Code	Email Address

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);
- I acknowledge that where a Person fails to attend and remain at the time and place scheduled for a Screening Review of an Administrative Penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:
 - The Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
 - The Administrative Penalty as set out in the Penalty Notice shall be deemed to be affirmed;
 - The Administrative Penalty shall not be subject to any further review, including review by any Court; and
 - The Person shall pay to the Township a Screening Non-Appearance 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 Screening 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 Screening 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