

Penalty Notice Screening Request Form

By-law Ticket information

Contravention Number:

Issue Date:

Personal Information

First Name:	Last Name:
Address:	City:
Province:	Postal Code:
Phone Number:	Email:

Please provide details surrounding the issuance of the Penalty Notice (attachments may be provided)

By signing below, I affirm the information submitted to be true and correct and I acknowledge my understanding of the following:

- I must submit a separate request for each penalty notice I choose to contest;
- The Screening Officer considers the full penalty when making their decision; where no discount of the Penalty Notice is applicable;
- The decision of the Screening officer will be sent to the email address provided as part of my Request for Screening;
- Where the Screening Officer reduces or upholds the penalty, that amount is due and payable within 7 calendar days of the decision being provided to me;
- Once the decision of the Screening Officer has been provided to me, no further communication with the Screening Officer will occur as their decision is final;
- If I disagree with the Screening Officer, I may request a hearing by a Provincially appointed Adjudicator;
- Any request for adjudication must be submitted within 7 calendar days of the decision of the Screening Officer being given to me; and
- There is a \$25.00 fee for requesting adjudication.

Applicant Signature

Date