

Town of Bradford West Gwillimbury

100 Dissette Street, Units 7 & 8 P.O. Box 100, Bradford, Ontario L3Z 2A7 Telephone: 905-775-5366

Fax: 905-775-0153 www.townofbwg.com

Request for Extension of Time to Request a Screening/Hearing Review

Instructions for applicant:

Complete this form if you are requesting an extension of time for either a Screening Review or Hearing Review. Please send this completed form to:

 Town Administration Offices Enforcement Division 100 Dissette Street, Units 7 & 8 Bradford, ON L3Z 2A7

Penalty Notice Information:

• You may also email this form to AMPS@townofbwg.com

To be considered for an Extension of Time, this Request for Time Extension must be received by the Town's Screening/Hearing Officer within:

- In the case of a Screening review, within 60 calendar days after the Effective Service Date; or
- In the case of a Hearing Review, within 60 calendar days after the date on which the Screening Decision was issued.

You will be notified by regular mail or email of the decision of the Screening/Hearing Officer. If the Screening/Hearing Officer grants an extension, you will be contacted to make arrangements for a Screening/Hearing Review.

To the Administrative Monetary Penalty System Screening/Hearing Officer:

I hereby request an Extension of Time to Request a Screening/Hearing Review of the Penalty Notice described below (please print):

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Penalty Notice Number:	
Penalty Notice Issue Date:	
Vehicle License Plate:	

Contact Information:	
lame:	
ddress:	
ostal Code:	
Phone Number:	
mail:	
Pate of Request:	
Please describe the extenuating circumstances that warrant an extension of	of time:
ignature of Applicant	

The personal information on this form is collected in accordance with the Municipal Act, 2001, and will be used in the administration of the Administrative Monetary Penalty System. Questions about this collection can be directed to Town Clerk, P.O Box 100, 100 Dissette Street, Units 7 & 8, Bradford, ON L#Z 2A7, 905-775-5366.