

## 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
- You may also email this form to [AMPS@townofbwg.com](mailto: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):

### Penalty Notice Information:

Penalty Notice Number: \_\_\_\_\_

Penalty Notice Issue Date: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please describe the extenuating circumstances that warrant an extension of time:

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Signature of Applicant