

Request for Extension of Time to Appeal 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

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

- 60 calendar days after the Effective Service Date for a Screening Review; or
- In the case of a Hearing Review, within 30 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:

Signature of Applicant