

Administrative Penalty System

Request for Extension of Time to Request a Review

Instructions:

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 the address above or by email 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 date of service/deemed served 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.

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

Penalty Information:

Penalty Number: _____

Penalty 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:

The personal information on this form is collected and used in accordance with the *Highway Traffic Act, R.S.O. 1990, c. H8* and *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56* for the purposes of administering the Administrative Penalty System. Questions about this collection can be directed to the Manager of Legal Services, P.O Box 100, 100 Dissette Street, Units 7 and 8, Bradford, ON L3Z 2A7, 905-775-5366.

_____ Signature