



Request for Hearing

AMPappeals@oshawa.ca

Fax: 905-436-5642 Tel: 905-436-3311

50 Centre Street South, Oshawa, Ontario L1H 3Z7

Applicants are responsible for the completion and content of this form

Penalty Notice Recipient	
Name (first and last)	Home Telephone
Address	Other Telephone
City	Fax Number
Province	Email Address
Postal Code	

Authorized Representative (To be completed if a Representative is accompanying the Penalty Notice Recipient. The City's Hearings Officer By-law restricts Representatives to the following: a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by By-law passed pursuant to the Law Society Act, R.S.O. 1990, c. L.8)	
Name (first and last)	Home Telephone
Address	Other Telephone
City	Fax Number
Province	Email Address
Postal Code	

Personal information contained on this form is collected under the authority of Part IV and Section 11 of the Municipal Act, 2001 and will be used for administering the Licensing and Municipal Law Enforcement process. Questions concerning collection of personal information should be directed to the City of Oshawa's Freedom of Information and Privacy Coordinator at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.

Penalty Notice Information (Infraction) (Please provide the information found on the Penalty Notice.)	
Penalty Notice Number	Penalty Date
Location where the infraction occurred (complete for non-parking Penalty Notices only)	
Plate Number or Name on Penalty Notice	
Offence	Section Number

Hearing Appointment Time Information

- Hearings are held every second and fourth Tuesday between 1:00 PM and 4:00 PM.
- **Your Hearing will be scheduled for the next available Tuesday afternoon.**
- If you need to have your Hearing held on a day/time other than the next available Tuesday you must request that the Hearings Officer extend the time to request a Hearing. This will require your attendance before the Hearings Officer on the next available Tuesday afternoon to explain the reasons for your extension request (which should be detailed on this request form). Extensions of time to request a Hearing will be subject to the decision of the Hearings Officer and depending on the decision of the Hearings Officer you should be prepared to proceed with your appeal on the same day.
- If submitting your request by mail, email scanned copy or fax, a notice will be sent to you confirming the date and time of your Hearing appointment.
- The Hearings Officer decision will be provided to you at the Hearing or it will be sent to you.

<p>Reason for Hearing Request</p> <ul style="list-style-type: none"> • You are required to provide a factual and detailed explanation of your reason(s) for your Hearing Request. • If you wish to support your Hearing with images or other documentation please bring them with you. • Note that any evidence not presented at your Screening is inadmissible at the Hearing.
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Attachment(s) Included (please check the relevant box): Yes No

Statement of the Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle (for **Parking Penalty Notices** only); or
- I am the person named on the Penalty Notice (for **Non-Parking Penalty Notices** only);
- If I have reviewed the “Authorized Representative” section of this request and I authorize an “Authorized Representative” to accompany me and act on my behalf in this matter as permitted and I also understand that I must attend with the “Authorized Representative”;
- I acknowledge that if I fail to appear and to remain at my scheduled Hearing until my matter has been determined by the Hearings Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, I will be liable for an additional fee for having failed to appear (currently \$100.00) and understand that in relation to Parking Infractions that my penalty and fees will be referred to the Ontario Ministry of Transportation for the denial of my Ontario Vehicle Permit application if the affirmed penalty and fees are not paid to the City within the time frame set out in the by-law; and
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting Hearing Request Form

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Instructions for Submitting Hearing Request Form

Please submit your completed form to the City of Oshawa by:

- a) **Regular letter mail to:** City of Oshawa, City Hall, 50 Centre St S, Oshawa, Ontario L1H 3Z7
- b) **Emailed scanned copy to:** AMPappeals@oshawa.ca
- c) **Facsimile (Fax) to:** 905-436-5642
- d) **In person to Service Oshawa at:** 1st Floor West Wing, City Hall, 50 Centre St S, Oshawa, Ontario, L1H 3Z7

For Internal Use Only

Application Received	Appointment Information			
Date Stamp:	Registered Owner Notified by:			Date Notified
	<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> In Person	<input type="checkbox"/> Fax
	Appointment Date			Appointment Time
	Hearing Location: City Hall, 50 Centre St S, Oshawa, Ontario. Committee Room, "C" Wing.			Penalty Notice Recipient's Initials

Hearings Officer's Decision

Hearings Officer's Signature	Date

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