



Request for Hearing Review

amps@cornwall.ca

Tel: 613-930-2787 ext. 2193

100 Water Street East, 2nd floor Cornwall ON K6H 6G4

All requests for a Hearing must include a factual and detailed explanation of the reason(s) for your request. If you wish to support your Hearing request with images or other documents, please include them with this request form. Applicants are responsible for completion and content on this form.

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

Penalty Notice (infraction) (Please provide the information found on the Penalty Notice)		
Penalty Notice No.	Penalty Offence Date	Plate Number or Name on the Penalty Notice
Location where the infraction Occurred (complete for non-parking Penalty Notices only)		
Infraction	Section Number	

Reason For Hearing (you are required to provide specific reason(s))
<ul style="list-style-type: none"> - Please 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 at your scheduled In-Person Hearing or attach them to this request.

Attachment(s) included (please check relevant box): Yes No

Statement of Penalty Notice Recipient	
I represent and warrant that: <ul style="list-style-type: none"> - I am the registered owner of the vehicle bearing the numbered plate specified in the Penalty Notice (for Parking Penalty Notices only); or - I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only); or - I am a third-party agent authorized in writing to act on behalf of the vehicle owner named in the penalty notice and I will provide written authorization of such to the Hearing Officer. Consent Form - I acknowledge that if I fail to appear and to remain at my scheduled In-Person Hearing until my matter has been determined by the Hearing Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for an additional nonappearance fee as per the AMPS By-Law, and Personal information obtained through use of this form is collected and used for the purpose of administering legal process pursuant to the <i>Municipal Act</i>. 	
Signature	Date

Instructions for Submitting In-Person Hearing Request Form
Please submit your completed form to the City of Cornwall by: <ol style="list-style-type: none"> a) Regular letter mail to: City of Cornwall, Building and By-Law Division, 100 Water Street East 2nd floor Cornwall, ON K6H 6G4 b) Emailed scanned copy to: amps@cornwall.ca c) By fillable form d) In person to The City of Cornwall Building and By-Law Division at 100 water Street East 2nd floor Cornwall, ON K6H 6G4

Hearings will be held with the availability of the Hearing Officer
<ul style="list-style-type: none"> • Hearings will be scheduled for the next available date. • A Notice will be sent to you confirming the date and time of your Hearing appointment. • If submitting your request by mail, or an email scanned copy, a notice will be sent to you confirming the date and time of your Hearing appointment. • In-Person Hearing appointments cannot be rescheduled or adjourned.

FOR INTERNAL USE ONLY		
Application Received	Appointment Information	
Date Stamp:	Appointment Date	Appointment Time
	Notified by: Email Mail Phone In Person	Date Notified
Hearing Decision		
Hearing Officer's Signature	Date	

Personal information contained on this form is collected and will be used for the purpose of administering the City's Administrative Penalty process. Questions about this collection should be directed to the City of Cornwall at 613-930-2787 ex. 2193 or emailed to: amps@cornwall.ca