

# Extension of Time to Request a Screening

## Administrative Penalty System (APS)

This form is for anyone who, due to extenuating circumstances, was not able to request a dispute or appeal within the timelines prescribed under Administrative Penalties By-law and wishes to still dispute or appeal a Penalty.

### Instructions:

- 1) Complete and sign this form.
- 2) Prepare any additional documents you wish to include in your submission.
- 3) Submit this form and any attachments to By-law and Compliance, Licensing and Permit Services:
  - a. Email - [screenings@vaughan.ca](mailto:screenings@vaughan.ca)
  - b. In person or by mail to:  
City of Vaughan By-law & Compliance, Licensing & Permit Services  
2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

### Penalty Information (\*required fields)

Penalty Number*	Date penalty was served*
Contravener Name*	Authorized Agent Name (if applicable)
Contact Email*	Contact Phone Number*

### Reason for Request\*

Provide a detailed explanation of why you were not able to request a screening within the time frame required by the by-law. You may attach additional pages, or other documents to support your request, if required.

### Declaration\*

I, the undersigned, declare that the information provided in this form is true and accurate to my knowledge and that I understand that providing false information may result in my request being denied. I also acknowledge that the City may request additional information to substantiate any statements made with respect to my reasons for supporting my request.

Name

Signature

Date



**BY-LAW AND COMPLIANCE,  
LICENSING AND PERMIT SERVICES**

## Important Information

1. A Screening Officer will review the request and may grant an Extension and set a date for a Screening Review only if the Applicant demonstrates, on a balance of probabilities, that mitigating or extenuating circumstances existed that warrant an extension of time.
2. You will be notified of the decision of the Screening Officer. If the Screening Officer grants an extension, a staff member will contact you to book a Screening appointment. If you do not attend the Screening at the scheduled time, an administrative fee will be added to the amount of the Penalty Notice, and the outstanding Penalty will be subject to the City's collections process, or referred to the Ontario Ministry of Transportation, as applicable.
3. For more information about penalty appeals, visit [www.vaughan.ca/penaltyappeals](http://www.vaughan.ca/penaltyappeals)
4. For more information about City of Vaughan by-laws, visit [www.vaughan.ca/bylaw](http://www.vaughan.ca/bylaw)

## Office Use Only

Date Received:	
Reviewer Name:	Date of Review:
Approved? Yes/No	Notes:

Personal information on this form is collected in accordance with the Municipal Act, 2001 as amended and will be used in the administration of the Administrative Penalties System. Questions about this collection should be directed to the Access and Privacy Office, Office of the City Clerk, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1, or 905-832-2281 ext. 8988



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