

Administrative Monetary Penalties Program

Request to Extend Time to Request a Dispute or Appeal

1. Who should use this form?

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 Monetary Penalties By-law and wishes to still dispute or appeal a Penalty Notice.

2. Dispute Information

Penalty Notice No.:

Name of Contravener:

Name of Authorized Agent (if applicable):

Contact e-mail address:

Contact phone number:

3. Reason for Request

Please provide a detailed explanation of why you were not able to schedule a screening or hearing within the time frame required under By-law (you may attach additional pages, or other documents to support your request, if required).

4. 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 deemed reasonable and appropriate to substantiate any statements made with respect to my reasons for supporting my request.

Name (please print clearly):

Signature:

Date:

Instructions:

1. This form may be printed, completed and mailed in, along with any other supporting documentation, to:

REQUEST TO EXTEND TIME TO REQUEST A DISPUTE OR APPEAL

Chief Licensing Officer, City of Vaughan

2141 Major Mackenzie Road

Vaughan, Ontario L6A 1T1

When you do not make a request to dispute a penalty within 15 days of service, your penalty is deemed affirmed and your penalty amount is deemed due and payable. Under extenuating circumstances, you may be granted an additional 15 days to request a dispute. As such, your request to receive this extension must reach our offices before the end of the 30th day after the date of service, or you will no longer be able to request an extension and the penalty will be irrevocably affirmed and late fees will also become applicable. In the case of an appeal, you must make a request within 30 days of the decision by the Screening Officer; otherwise, the penalty will be irrevocably affirmed at the amount set by the Screening Officer and late fees will also become applicable.

2. Please note that you may also drop off your completed form and supporting documentation in person at the address above, at the By-law & Compliance, Licensing & Permit services counter, located on the ground level of the southwest wing of City Hall.
3. Alternatively, you may complete this form and e-mail it, along with scans of any supporting documentation, to:

Bylaw.Licensing@vaughan.ca

Please make sure to include the subject line: REQUEST TO EXTEND TIME TO REQUEST A DISPUTE OR APPEAL.

Your e-mail must have been received no later than by the end of the 30th day after the date of service (for a dispute) or from the date of the Screening Officer's decision (for an appeal). Failure to do so will mean that you will no longer be able to request an extension and that the penalty will be irrevocably affirmed with late fees also becoming applicable.

FOR OFFICE USE ONLY:

Reviewer: <input type="text"/>	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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