



Request for Hearing

Town of Grimsby Screening Decision

Town of Grimsby PO Box 150, 160 Livingston Ave. Grimsby ON L3M 4G3 905-945-9634 (tickets@grimsby.ca)
 HEARING HELD AT City of Thorold, City Hall 3540 Schmon Pkwy, Thorold ON L2V 4A7 905-227-6613

The Town of Grimsby has entered into an Agreement with the City of Thorold to provide the service of a Hearing Officer for parking appeals that cannot be resolved by the local screening process. Your request will be processed by the Town of Grimsby and forwarded to the City of Thorold and will be subject to the City of Thorold’s Hearing Protocol.

You will be notified by the Town of Grimsby of the Hearing Date in Thorold.

Penalty Notice Recipient

First Name: _____ Last Name: _____
 Address: _____ Unit No.: _____ Lot/Con: _____
 City: _____ Postal Code: _____ Province: _____
 Telephone Number: _____ Cell Number: _____ Email: _____

Authorized Representative (To be completed if a Representative is accompanying the Penalty Notice Recipient. The City’s Hearing 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)

Penalty Notice Representative

First Name: _____ Last Name: _____
 Address: _____ Unit No.: _____ Lot/Con: _____
 City: _____ Postal Code: _____ Province: _____
 Telephone Number: _____ Cell Number: _____ Email: _____

Penalty Notice Information (please provide the information found on the Penalty Notice)

Penalty Notice No: _____ Penalty Date: _____ Plate Number: _____

Offence: _____

The Town of Grimsby has entered into an Agreement with the City of Thorold to provide the service of a Hearing Officer for parking appeals that cannot be resolved by the local screening process. Your Hearing will be subject to the City of Thorold’s requirements for Hearing Appointment Times as noted below.

Hearing Appointment Times

- Hearings are held on the third Monday morning of every month.
- Your Hearing will be scheduled for the next available Monday.
- If you need to have your hearing held on a day/time other than the next available Monday you must request that the Hearing Officer extend the time to request a Hearing. This will require your attendance before the Hearing Officer on the next available Monday 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 Hearing Officer and, depending on the decision of the Hearing Officer, you should be prepared to proceed with your appeal on the same day.
- If submitting your request by email, a notice will be sent to you confirming the date and time of your hearing.



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Reason for Hearing Request (you are required to provide specific reasons)

- Please provide a factual and detailed explanation of your reasons 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.
- The Hearing Officer Decision will be provided to you at the Hearing or it will be sent to you.

Attachment(s) included (please check the relevant box): YES NO

****The Decision of the Hearing Officer is final and binding****



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Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle;
- 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 Hearing 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 Town of Grimsby within the time frame set out in the by-law; and
- I have read and understand the conditions of this application.

I, _____ date:

 (print name)

Instructions for submitting Hearing Request form.

Please submit your completed form to the Town of Grimsby by:

- a) Email scanned copy to: Tickets@grimsby.ca; or
- b) In person at Town of Grimsby, 160 Livingston Ave., Grimsby ON L3M4G3
- ✓ **All items in Evidence at Screening:** Original Ticket Photos Other:

For internal use only

Application Received: _____ Appointment Date: _____ Appointment Time: _____

Registered Owner Notified by: Email In Person Mail

Location of Hearing (Committee Room 1) City Hall, 3540 Schmon Pkwy, Thorold ON

Hearing Decision

Hearing Officer’s Signature: _____ Date: _____

Personal information contained on this form is collected and will be used for the purpose of administrating the City of Thorold’s and the Town of Grimsby’s Administrative Penalty process. Questions about this collection should be directed to the City Clerk at 905-227-6613 or the Town Clerk at 905-945-9634.