



Request for Screening



Town of Grimsby PO Box 150, 160 Livingston Ave. Grimsby ON L3M 4G3 905-945-9634 (tickets@grimsby.ca)

Penalty Notice Recipient

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: _____

Type of Screening Requested (you are required to check ✓ ONE preferred method of Screening)

In Person Screening (Screening at Town Hall) Written Screening

PLEASE NOTE: A written Screening allows your Screening to be processed without your attendance at Town Hall

Screening Appointment Times

- Screenings will be scheduled for the next available Thursday.
- If you are not available to attend an “In Person Screening” on a specific Thursday, please include this information on your Screening Request form with the reason for your inability to attend. The scheduling of Screenings will only be delayed by a maximum of two weeks.
- Your preference for a date will be considered but cannot be guaranteed. A notice will be sent to you confirming the date and time of your Screening appointment.
- If submitting your request by email, a notice will be sent to you confirming the date and time of your screening appointment.
- In Person Screening appointments cannot be rescheduled or adjourned.

Reason for Screening (you are required to provide specific reasons)

- Please provide a factual and detailed explanation of your reasons for your Screening request.
- If you wish to support your Screening with images or other documentation please bring them with you at your scheduled In Person Screening (if applicable) or attach them to this request.

Note that any evidence not presented at your Screening is inadmissible at any future Hearing.

- The Screening Decision will be sent to you.

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



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Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle;
- I acknowledge that if I fail to appear and to remain at my scheduled In Person Screening until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request for a Screening, the Administrative Penalty will be affirmed, and I will be liable for an additional fee for having failed to appear (currently \$50.00); and
- I have read and understand the conditions of this application.

I, _____ date:

 (print name)

Instructions for submitting In Person Screening and Written Screening request form.

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

- Email scanned copy to: Tickets@grimsby.ca; or
- In person at Town of Grimsby, 160 Livingston Ave., Grimsby ON L3M4G3

For internal use only

Application Received: Appointment Date: Appointment Time:
 Registered Owner Notified by: Email In Person Mail

Location of Screening (Client Room) Town Hall, 160 Livingston Ave., Grimsby ON L3M4G3

Screening Decision

Screening Officer's Signature: _____ Date: _____

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