Screening Request to Review Penalty

The Municipality of Hastings Highlands offers the convenience of scheduling an appointment with a Screening Officer to review your Penalty Notice under the Municipality's Administrative Penalty System. Bylaw 2019-056.

Please read the information below carefully and in <u>its entirety</u> before submitting your screening request.

Eligibility for a Screening Request

You have <u>15 days from your Penalty Date</u> to submit a screening request.

Failure to Appear

Failure to appear at the time and date of screening will result in an affirmation of the Penalty, and the following fees will be applied:

- \$50.00 Non-Appearance Fee
- \$15.00 Late Payment Fee

Non-payment of these amounts will result in the amounts being added to your property tax.

You can still <u>pay your Penalty Notice</u> up to and including the day and time of your screening and it will result in the cancellation of your screening.



Request for Screening Review

Applicants are responsible for the completion and content of this form.

Penalty Notice Recipient				
Name (First and Last)		Home Telephone		
Address		Other Telephone		
City/Town/Municipality		Fax Number		
Province	Postal Code	Email Address		
Penalty Notice Information (Please provide the information found on the Penalty Notice)				
Penalty Charge No.	Penalty Date	Name on Penalty Notice		
Location where the Infraction Occurred				
Bylaw Offence				
Reason for Screening - You are required to provide specific reason(s). Please provide a factual and detailed explanation of your reason(s) 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 or attach them to this request. □ Penalty Review: Review of Administrative Penalty for Reasons Below □ Extension of Due Date: Documentation must be provided for extension of Payment Due Date to be granted.				
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Attachment(s) included (please check the relevant box): ☐ Yes ☐ No				
Statement of Penalty Notice Recipient				
I represent and warrant that:				
 I am the person named on the Penalty Notice; 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. 				
Signature	Date			

Instructions for Submitting your In-Person Screening Request Form

Please submit your completed form to the Municipality of Hastings Highlands by:

- a) Mail to: Municipality of Hastings Highlands, 33011 Hwy 62 N P.O. Box 130, Maynooth, ON K0L
- **b) Email to**: bylawofficer@hastingshighlands.ca **c) Facsimile (Fax) to**: 613-338-3292
- d) In person to Municipality of Hastings Highlands: 33011 Hwy 62 N, Maynooth, ON K0L 2S0