

# Request for Extension of Time to Request a Screening Review Administrative Penalty System

Under the Municipality's Administrative Penalty System (APS), individuals have the right to 'Request an Extension of Time to Request a Hearing Review'. The Hearing Officer may grant an extension only if the Applicant demonstrates, on a balance of probabilities, the existence of mitigating or extenuating circumstances that warrant an extension of time. **'Mitigating'** or **'Extenuating'** circumstances is defined in the Municipality's *'Extension of Time Procedure for Administrative Penalty System (APS)'*, as follows: *"Unforeseen or exceptional situations beyond a person's control that justify or explain a failure to meet a requirement or deadline. These circumstances are typically serious in nature and must have a significant impact on the person's ability to act within the prescribed time frame."*

## **Deadline to Submit**

If the Person has not requested a Screening Review of their Penalty Notice on or before the 15th day after the Penalty Notice was issued, they may request an Extension of Time to Request a Screening Review. The Person shall make this request no later than 30 calendar days after the issued date on the Penalty Notice.

**Penalty Notice Number\*** Found on the top of your penalty notice.

**Penalty Notice Date**

**Applicant Information (Full Name)**

**Applicant Information:**

- I am the person named on the Penalty Notice
- I am an authorized agent acting on behalf of the person named on the Penalty Notice (If acting as an agent, you must complete and attach the Authorization to Act as an Agent Form.)

**Address (City, Town, Province, Postal Code)**

**Telephone Number**

**Vehicle Licence Plate Number (if applicable)**

**Email**

**Are you the registered owner of the licence plate?**

- Yes
- No (If no, please complete the Authorization to Act as an Agent Form)
- Not Applicable

**Please describe the mitigating or extenuating circumstances that you believe justify an extension of time. You may refer to the Municipality's 'Extension of Time Procedure for APS' for guidance and examples of circumstances that may qualify**

**Additional documentation can be attached to this form (if applicable)**

## **Instructions for Applicants:**

### **How to Request an Extension of Time to Request a Screening Review**

Submit this form no later than fifteen (15) days from the date the Penalty Notice was issued in any of the following ways:

**In Person** at the Municipal Office located at 33011 Hwy 62, Maynooth, ON

**By Mail** to Box 130, 33011 Hwy 62, Maynooth, ON K0L2S0

**By Email** to [aps@hastingshighlands.ca](mailto:aps@hastingshighlands.ca)

Personal information collected on this form is collected under the authority of the *Municipal Act, 2001* and will be used for the purposes of administering the Municipality's APS Bylaw. Questions about the collection of personal information should be directed to the Municipal Clerk [clerk@hastingshighlands.ca](mailto:clerk@hastingshighlands.ca) or (613) 338-2811 ext. 277.