

BY-LAW No. 20-2023
Schedule "F"
Request for Extension to Obtain a Hearing Form

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

Penalty Notice Receipt		
Name (first and last)		Home Telephone
Address		Other Telephone
City		Fax Number
Province	Postal Code	Email Address

Penalty Notice Information (Infraction) Please provide the information found on the penalty notice		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred		
Offence	Section Number	

I was not able to request a Hearing within 30 days of the Penalty Date due to:		
<input type="checkbox"/> Personal Medical Emergency	<input type="checkbox"/> I Travel Outside of the County on the following date:	<input type="checkbox"/> Other reasons specified below
Please note that extensions will not be granted where there is a contention that a ticket was not served Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days after being sent by regular mail.		
Reason for Request for Extension (you are required to provide specific reason (s))		
<ul style="list-style-type: none"> • Please provide a factual and detailed explanation of your reason(S) for your Extension request • If you wish to support your Extension Request With oner documentation, please attach them to this request • This form will be provided to you when it is either approved or denied. 		
Continued on next page.		

