Request for Hearing Officer Review - RLC

Tel: 519-255-6298 Fax: 519-255-9467
1266 McDougall Street, Windsor, ON N8X 3M7
apgeneral@citywindsor.ca

***** FILL OUT IN ITS ENTIRETY*****

Administrative Penalty Notice Recipient			**Please indicate a contact preference:**	
Name (*first and last)*			Canada Post:	☐
Address			Fax Number:	☐
City			E-mail Address:	☐
Postal Code	Province	**Telephone**		
Administrative Penalty Notice Information (*Please provide the information found on Notice)*				
Administrative Penalty No:	Penalty Date:		Plate Number:	
Offence:			Penalty Amount:	
Authorized Representative (agent on behalf of)			**Please indicate a contact preference:**	
Name (*first and last)*			**Telephone:**	☐
Address			Canada Post:	☐
City			Fax Number:	☐
Postal Code	Province		E-mail Address:	☐

Complete this section for your Hearing Review Appointment

- Hearings are held by telephone.
- Please indicate your preferred hearing time range below.
- If you or your agent are unavailable on specific dates, you must explain this on the Hearing Request form and include the reason. In these cases, hearings may be delayed by up to one (1) month. Hearings for Red Light Camera (RLC) tickets are currently scheduled on **Wednesdays**.
- We will try to accommodate your preferred date and time; however, this cannot be guaranteed. Appointments may be rescheduled once and cannot be adjourned.
- After paperwork is submitted, a notice confirming the date and time of your telephone hearing appointment will be sent to you using your selected method.

Hearing Appointment Times. Attempts will be made to accommodate, but **cannot** be guaranteed.

☐ 9:00 a.m. – 11:00 a.m.	☐ 11:00 a.m. – 1:00 p.m.	☐ 2:00 p.m. – 4:00p.m.

Reason for Hearing Request - *You are required to provide specific reason(s).*

- Please provide a factual and detailed explanation of the reason(s) for your review request.
- If you wish to support your review with images or other documentation, please include them when submitting your request for a Hearing Review.
- If additional space is required, please attach a separate sheet.
- Your previously submitted Screening Review will automatically be included in your hearing docket.

Attachment(s) Included: ☐ YES ☐ No (please check one)

Statement of Penalty Notice Recipient

I represent and agree that:

- I am the registered owner of the vehicle (for Parking Penalty Notices only) **or** an authorized agent.
- **I acknowledge that if I fail to answer the phone call(s) made by the Hearing Officer at my scheduled hearing time, I will be deemed to have abandoned my request for a Hearing Review. The Administrative Penalty will be affirmed, and I will be liable for an additional fee for failure to appear (currently $110.00).**
- The City of Windsor will not be held responsible for illegible or incomplete forms, nor for forms that are not delivered in a timely manner through Canada Post.
- Failure to complete this form in its entirety may result in the Administrative Penalty and additional fees being affirmed.
- Standard courtroom codes of conduct apply.
- It is the **requester's** responsibility to provide their own interpreter services for the hearing.
- I have read and understand the conditions of this application.

Signature	Date

Instructions for Submitting Hearing Review Requests

Please submit your completed form to the City of Windsor by:

- **In person** or by **Canada Post** to City of Windsor, Public Works, 1266 McDougall Street, Windsor, Ontario N8X 3M7
- By **Fax**: 519-255-9467
- By Email: apgeneral@citywindsor.ca
- Online: www.citywindsor.ca