



# Hearing Review Request Form - AMPS

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**Hearing Reviews can only be booked after a Screening Review by a Screening Officer.** Please [Request a Screening Review first](#).

If you have already completed a Screening Review and would like to have a final Hearing Review, please complete and submit this form to request a Review by the Hearing Officer of the Penalty Notice described below:

**Penalty Notice number \***

**Penalty Notice issued on \***

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

**Your Name \***

**Your Street Address \***

**Your Apartment/Unit/Suite Number**

**Your City \***

**Your Province/Territory \***

**Your Postal Code \***

**Your telephone number**

**Your email address**

**Are you the registered owner of the license plate? \***

- ☐ Yes  
☐ No

If NO is selected, an [Authorization to Act as an Agent Form](#) must be completed and received by the City.

## Instructions for Applicant

In order to be considered for a Hearing Review, this Request for Review by Hearing Officer must be received on or before the Due Date shown on the Decision of the Screening Officer.

A Notice of Appointment for Hearing Review will be mailed to you, with the date, time, and location of the scheduled Hearing Review.

If you do not attend the Hearing Review at the scheduled time, an administrative fee of \$104 will be added to the amount of the Penalty Notice.

If submitting a printed request, please send this completed Hearing Review Request to:

### **Community Standards – Adjudication Section**

1200 Elgin Mills Road East  
Richmond Hill, Ontario L4S 1M4

### **Accessibility:**

The City of Richmond Hill is committed to providing accessible services as set out in the Accessibility for Ontarians with Disabilities Act, 2005. If you require an accommodation to participate in a Screening Review or Hearing Review appeal, please contact the Supervisor of Adjudication by email at [amps@richmondhill.ca](mailto:amps@richmondhill.ca) or by phone at 905-771-5734 to arrange suitable accommodations. A minimum of 5 (five) business days' notice is required to ensure appropriate arrangements can be made.

### **Notice of Collection**

The personal information on this form is collected in accordance with the Municipal Act, 2001, and will be used in the administration of the Administrative Monetary Penalty System. Questions about this collection can be directed to the Adjudication Manager, 1200 Elgin Mills Road East, Richmond Hill Ontario L4S 1M4, by telephone at 905 771-5734, or by email to [amps@richmondhill.ca](mailto:amps@richmondhill.ca).

# Thank You

Your request has been submitted to the AMPS Screening Officer.