



## Request for AMPS Hearing Appeal

Email: [AMPS@trentlakes.ca](mailto:AMPS@trentlakes.ca)

Tel: (705) 738-3800 ext 234 Fax: (705) 738-3801

760 Peterborough County Rd 36, Trent Lakes, Ontario K0M 1A0

Penalty Notice Recipient		
Name (first and last)		Home Telephone
Address		Other Telephone
City	Province	Postal Code
Mailing Address (if different than above)		
Email Address		

Authorized Representative - Optional *See relevant Municipal Administrative Penalty By-law for list of authorized representatives*		
Name (first and last)		Home Telephone
Address		Other Telephone
City	Province	Postal Code
Mailing Address (if different)		
Email Address		

Penalty Notice Information *Please provide the information found on the Penalty Notice*		
Penalty Notice No.	Penalty Date	Name on Penalty Notice
Offence		

All Appeal Hearings are Held Virtually by the Municipality

**Information about Hearings**

- Hearings are only conducted virtually.
- The Municipality will contact you to book the Appeal Hearing.
- A Request for Appeal Hearing may be submitted by mail, email or in person.
- Appeal Hearings cannot be rescheduled or adjourned.

**Reason for Appeal** \*You are required to provide specific reason(s)\*

- Please provide a factual and detailed explanation of your reason(s) for your Appeal Hearing request.
- If you wish to support your Appeal Hearing with images or other documentation, please include them with your appeal if you are submitting the appeal in person or by mail, or send them digitally to [AMPS@trentlakes.ca](mailto:AMPS@trentlakes.ca).
- The Hearings Officer decision will be provided to you at the Hearing.

**Attachment(s) included** \*please check the relevant box\*:  Yes  No

**Statement of Penalty Notice Recipient**

I represent and warrant that:

- I am the person identified on the issued Penalty Notice;
- If I authorize an “Authorized Representative” to accompany me and act on my behalf in this matter (as permitted) I also understand that I must attend with the “Authorized Representative”;
- I acknowledge that if I fail to appear and to remain at my scheduled Hearing until my matter has been determined by the Hearing Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for an additional \$100.00 fee for having failed to appear; and
- I have read and understand the conditions of this application.

Signature

Date

**Instructions for Submitting the Virtual Appeal Hearing Request Form**

Please submit your completed form to the Municipality of Trent Lakes by:

- a) **Regular letter mail to:** Municipality of Trent Lakes 760 Peterborough County Rd 36, Trent Lakes ON, K0M 1A0
- b) **Emailed scanned copy to:** [AMPS@trentlakes.ca](mailto:AMPS@trentlakes.ca)
- c) **In person/ drop box to the attention of the Director of Building & Planning/CBO at:** 760 Peterborough County Rd 36, Trent Lakes ON, K0M 1A0

**For Internal Use Only**

Application Received	Appointment Information		
Date Stamp:	Appointment Date	Appointment Time	Date Notified
	Penalty Notice Recipient Notified by:		Penalty Notice Recipient’s Initials
	<input type="checkbox"/> Email	<input type="checkbox"/> In Person	
	Notes:		

**Hearing Decision**

Hearing Officer’s Signature	Date

Personal information contained on this form is collected under the authority of the Municipal Act and will be used for the purpose of administering the Municipality of Trent Lakes’ Administrative Monetary Penalty System and to contact you to schedule a hearing appointment. Questions about the collection of this information should be directed to the Clerk at [clerk@trentlakes.ca](mailto:clerk@trentlakes.ca).