



By-law Services Division  
97 Hurontario Street  
Collingwood, Ontario L9Y 3Z5  
705-445-1030 ext. 3256  
amps@collingwood.ca

# AMPS Hearing Extension Request Form

## Instructions

Please complete and submit this form to request an extension of time for a Hearing regarding the Penalty Notice detailed below.

To be eligible for an extension, you must submit your request within 15 days of the payment due date. A Hearing Officer will evaluate your request, and you will be notified of the decision by a staff member. Extensions may be granted if the recipient of the Penalty Notice can demonstrate extenuating circumstances that prevented them from requesting a Hearing by the payment due date indicated in the Screening Decision.

If your request is approved, a Hearing will be scheduled, and you will receive a Notice of Hearing. If your request is denied, you will be required to pay the Penalty Amount(s) along with any Administrative Fee(s).

<b>A. Penalty Notice Information</b> <i>(Please provide the information from your Penalty Notice)</i>	
<i>Penalty Notice Number(s):</i>	<i>Penalty Date (mm/dd/yyyy):</i>

<b>B. Recipient Information</b>		
<i>Name of Penalty Notice Recipient:</i>		<i>Phone Number:</i>
<i>Street Address:</i>		
<i>City:</i>	<i>Province:</i>	<i>Postal Code:</i>
<i>Email Address:</i>		

### **C. Reason for Extension of Time Request**

*Please describe the mitigating or extenuating circumstances that prevented you from submitting your Hearing request before the deadline.*

### **D. Supporting Materials**

Attachment(s) included?

Yes

No

*If you have photographs, documents or other material to support your request, please list the items below and attach copies to your completed form.*

## **Submitting the Form**

Submit your completed form using one of the methods below:

- a) **By mail:** Town of Collingwood, By-law Services Division,  
P.O. Box 157, 97 Hurontario Street, Collingwood, Ontario L9Y 3Z5
- b) **By email:** [amps@collingwood.ca](mailto:amps@collingwood.ca)
- c) **In person:** Town Hall, 97 Hurontario Street, Collingwood, ON, L9Y 3Z5,  
during regular business hours (8:30 a.m. to 4:30 p.m., Monday to Friday).

All personal information collected on this form is protected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing your request.