



AMPS Screening Review Extension Request Form

Instructions

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

To be eligible for an extension, your request must be submitted within 30 days of the Penalty Notice Date. A Screening 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 Screening Review by the Penalty Due Date.

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

A. Penalty Notice Information

(Please provide the information from your Penalty Notice)

Penalty Notice Number:

Penalty Date (mm/dd/yyyy):

B. Recipient Information

Name of Penalty Notice Recipient:

Phone Number:

Street Address:

City:

Province:

Postal Code:

Email Address:

C. Reason for Extension of Time Request

Please describe the mitigating or extenuating circumstances that prevented you from submitting your Screening Review 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 Wasaga Beach, Municipal Law Enforcement Department
30 Lewis Street, Wasaga Beach, Ontario L9Z 1A1
- b) **By email:** wbbbl@wasagabeach.com
- c) **In person:** Town Hall, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1, 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.