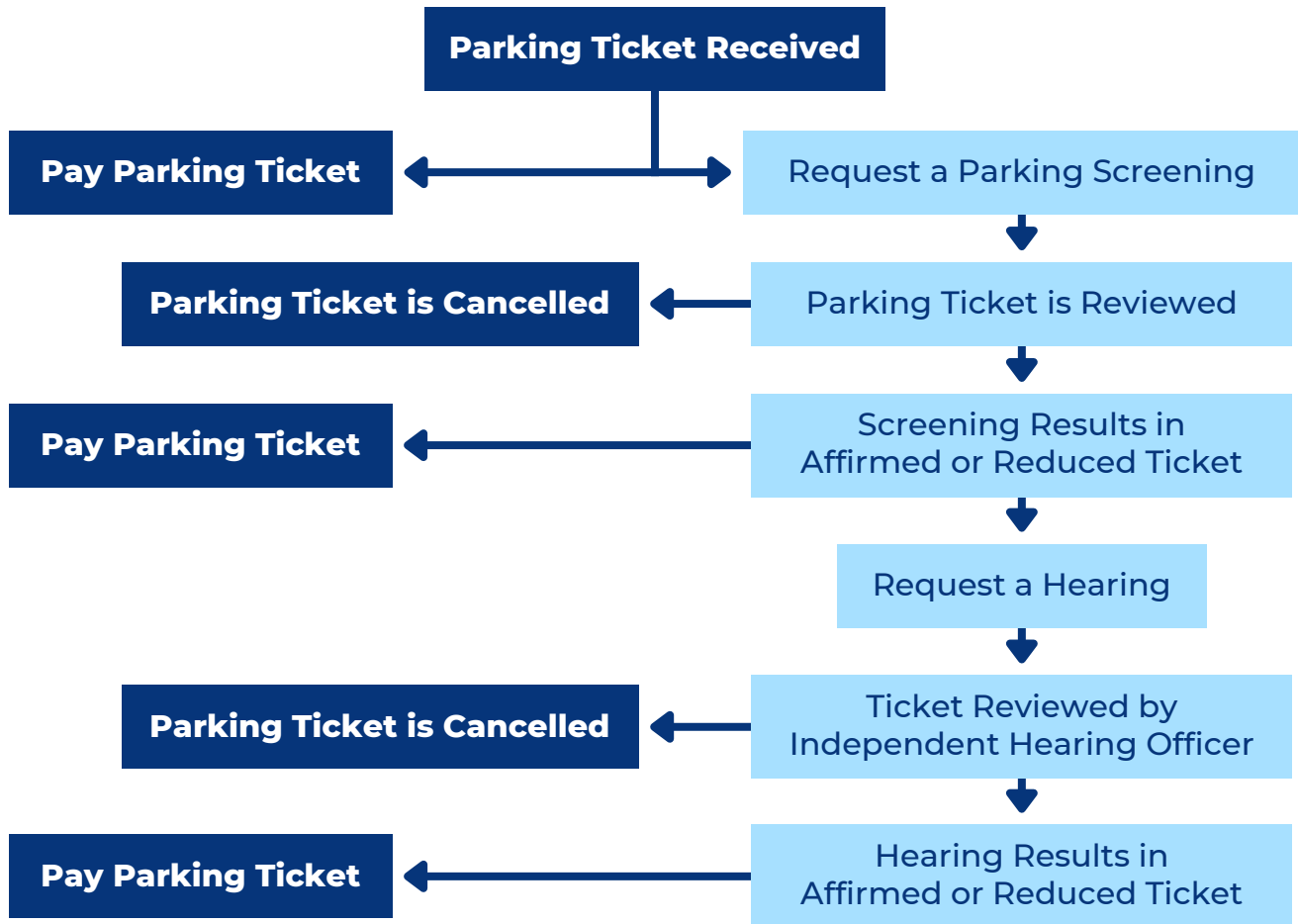


# Parking Penalty Notice Dispute Process

Received a parking ticket from the Town of Niagara-on-the-Lake? Here's what you need to do next to resolve it.



## What is Parking Screening?

A Screening is an opportunity to have a parking ticket reviewed. Evidence must be provided showing that the violation did not occur. The submitted evidence will be reviewed, and a decision will be provided via email. The ticket may be affirmed, or the fine be reduced or waived.

**Please note:** A request for Screening must be made within 15 days of the issuance of the parking ticket by filling out the [Request for Screening Form](#) found on the Town's Website.

If more than 15 days have passed since the issuance of the ticket, a reason for the delay must be provided in the "extension of time" section of the Request for Screening Form.

If the recipient of the ticket would like to further reason the validity of an affirmed parking ticket, they may request a Hearing.

# Request for Screening Form

To fill out an online Request for Screening Form, please **scan the QR code** or visit [www.notl.com/paying-or-disputing-parking-ticket](http://www.notl.com/paying-or-disputing-parking-ticket).



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## What is a Hearing?

If unsatisfied with the Screening Officer's decision, you may request a review by an independent Hearing Officer appointed by Town Council. The Hearing Officer follows Conflict of Interest guidelines and the Statutory Powers Procedure Act.

A Hearing is conducted via Zoom at a date/time provided by the Town. Failure to attend results in acceptance of the Screening Officer's decision and a non-appearance fee.

During the Hearing, evidence is reviewed, and the Hearing Officer's decision is final.

**Please note:** A request for a Hearing must be made within 15 days of the issuance of the Screening Decision by sending the provided form to [parking@notl.com](mailto:parking@notl.com).

## Important Facts

- Parking tickets are only reviewed for validity.
- Screenings are typically conducted via correspondence, and Hearings are held via online Zoom meetings.
- Evidence showing that the infraction did not occur can be provided when applying for a Screening.

## Contact Information



For more information regarding this process, please contact the Town by emailing [parking@notl.com](mailto:parking@notl.com), calling **905-468-3266 ext. 0**, or visiting Town Hall, 1593 Four Mile Creek Road, Virgil.