



**Authorization to Act as an Agent
AMPS (Regulatory Non-Parking) Penalty Notice**

Administrative Penalty System

Ontario Regulation 333/07, *Municipal Act 2001*

Instructions:

The registered owner or person named on the Penalty Notice must complete this form if they are authorizing a person to act their behalf at a Screening or Hearing Review in relation to a Penalty Notice.

The Authorized Representative must submit this form by attaching it to the online Screening/Hearing Review request or by emailing it to enforcement@haltonhills.ca. If disputing multiple Penalty Notices, list each one on this form and attach a copy to each individual online review request.

I, _____ hereby authorize _____
(print your first and last name) (print authorized person's first and last name)
to act and appear for me as my agent and provide information necessary in the matter pertaining to the following Penalty Notice(s):

Penalty Notice #: _____	Penalty Notice #: _____
	(if multiple Penalty Notices)
Penalty Notice #: _____	Penalty Notice #: _____
(if multiple Penalty Notices)	(if multiple Penalty Notices)

The Authorized Agent may consent to the decision made by the Screening or Hearing Officer and may enter a plea or accept any penalty they deem appropriate towards a conclusion of this matter(s).

I acknowledge that the Screening and/or Hearing Decision will be provided to the Authorized Agent named on this form. I am aware that if a fine is imposed following the Screening Review or Hearing Review, the ultimate responsibility for payment of the fine rests with me, or with the company, if applicable.

Signature: _____ Date: _____

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 regarding the collection of this information may be directed to Enforcement Services, Town of Halton Hills, 1 Halton Hills Drive, Halton Hills, ON L7G 5G2 or by telephone at 905-873-2600, extension 2330.