



Town of Halton Hills
REQUEST FOR INFORMATION PACKAGE
 Administrative Monetary Penalty System

Instructions for Completing This Request for an Information Package (disclosure of evidence): Completion of this form is required for your request to be processed. If you require assistance, please contact the Town of Halton Hills during regular business hours at **905-873-2600, extension 2330.**

Submission Options:

- **Email:** enforcement@haltonhills.ca
- **In Person:** Town of Halton Hills, Attention: Enforcement Services, 1 Halton Hills Drive, Halton Hills, ON L7G 5G2

Important Notice:

To allow sufficient time for review, requests for an Information Package (disclosure of evidence) must be submitted at least ten (10) days before submitting your written screening request or at least ten (10) days prior to your scheduled hearing date. It is the responsibility of the requester to follow up on the status of their request.

Registered Owners Information

Last Name	First Name

Requestor's Contact Information

Last Name	First Name
Telephone Number	Email

Indicate Method of Receiving Disclosure: Email Pick-up

Note: If you choose email, the materials will be sent to the provided address - check your junk/spam folder. For pick-up, you will be notified when the Information Package is ready. Packages cannot be mailed.

Penalty Notice Information

Penalty Notice Number(s)	
Offence Dates(s)	Hearing Date

Requestor's Signature	Date Requested

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.