



A Natural Attraction

**City of Quinte West
Parking Ticket Violation
Request for Review**

P.O. Box 490
7 Creswell Drive
Trenton, ON K8V 5R6
Tel: 613-392-2841
Fax: 613-392-7151
www.quintewest.ca

Application Information

Vehicle Owner:

Telephone Number:

Address:

Email:

Parking Infraction Information

Parking Infraction Number:

Location

Meter Number:

Municipal Lot:

Street Address:

Application Reason

Please list below any comments or details that support your request for a review

Note: Do Not attach your ticket to this form; you **must** retain your ticket.

Review Process:

- A fully completed Request for Review application must be submitted directly to the By-law Enforcement Officer within 15 days of the ticket being issued. Any requests beyond 15 days of the ticket being issued will not be considered.
- Any application form that is not fully completed will not be considered.
- Please ensure any supporting documentation is attached. Only attached documentation will be considered.
- Retain your ticket; do not attach your ticket to this form.
- Completed forms can be submitted in person at Quinte West Municipal Office, 7 Creswell Drive, Trenton or by email to justin.johnson@quintewest.ca
- The request will be reviewed by the By-law Enforcement Officer and you will be notified of the decision within 7 business days.
- Request for appeal of the By-law Enforcement Officers decision must be made in writing directly to the Chief Building Official whose decisions, in consultation with the Office of the CAO, are final.

- In the event that the ticket is not cancelled, please refer to the options available on the back of the ticket, being Option 1-Voluntary Payment or Option 2 – Trial Option – Notice of Intention to Appear in Court.
- Please be advised that if the 10 Day Early Payment option has lapsed you will be required to pay the Set Fine amount.

Signature: _____ Date: _____

If you have any further questions, please contact By-law Enforcement Officer Justin Johnson at 613-392-2841 ext. 4495 or via email at justin.johnson@quintewest.ca

Decision Rationale	For Office Use Only
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
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Signature: _____ Date: _____	