



The Corporation of the Township of Georgian Bay

99 Lone Pine Road, Port Severn,
ON L0K 1S0
Phone (705) 538-2337 Ext. 251
Fax (705) 538-1850

E-mail • amps@gbtownship.ca
Web • www.gbtownship.ca

Request for Extension of Time

Administrative Monetary Penalty System

I hereby request an Extension of Time for a:

Screening Review (I have not had a screening review)

Hearing Appeal (I have had a screening review already)

Penalty Notice Information:

Penalty Notice No.: _____

Penalty Notice Issue Date: _____

Vehicle License Plate No. (if applicable): _____

Contact Information:

Name: _____

Address: _____

Postal Code: _____

Phone Number: _____

Email: _____

Date of Request: _____



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The mitigating or extenuating circumstances that warrant an extension of time are as follows:

*Please submit any proof required to help explain your mitigating or extenuating circumstances. For more information, please see our AMPS Extension of Time to Request a Screening Review or Hearing Appeal policy.

Signature of Applicant

Instructions for Applicant:

In order to be considered for an Extension of Time, this Request must be received by the Township of Georgian Bay within 45 days from the date of issuance shown on the Penalty Notice.

The Township may grant an extension and set a date for a Screening Review or Hearing Appeal only if the Applicant demonstrates, on a balance of probabilities, the existence of mitigating or extenuating circumstances that warrant an extension of time.

You will be notified of the decision.



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Once the form is complete, please submit all documents in one of the following ways:

1. **Email** → amps@gbtownship.ca
2. **In-Person** → Township of Georgian Bay Administration Building, 99 Lone Pine Road Port Severn, Ontario, L0K 1S0.
3. **Mail to:** → Township of Georgian Bay
99 Lone Pine Road
Port Severn, Ontario
L0K 1S0.

FOR INTERNAL USE ONLY		
Request Received	Appointment Information	
Date Stamp:	Decision:	Date Notified:
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
	Extension of Time Review Decision sent via:	
	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	