

Agent Authorization for Penalty Disputes

Administrative Penalty System (APS)

Complete this form to authorize a person to act on behalf of the registered vehicle owner or person named on a penalty at a Screening. The Contravener (person named on the penalty) or their Authorized Agent may complete this form.

This form must be signed and delivered one business day prior to the Screening appointment. Failure to do so may result in your appointment being delayed or rescheduled.

Instructions:

1. The Contravener must complete and sign this form.
2. Submit this form to By-law and Compliance, Licensing and Permit Services:
 - a. By email - bylaw@vaughan.ca
 - b. In person or by mail to:
City of Vaughan By-law & Compliance, Licensing & Permit Services
2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

Contravener name (please print)	Contravener phone number	Contravener email
Authorized Agent Name	Authorized Agent phone number	Authorized Agent email

I, the undersigned, hereby authorize: _____
(name of Authorized Agent)

to act and appear for me as my agent in the matter pertaining to the following Penalty Notice/Order(s):

Penalty Number:	Penalty Number (if multiple penalties)
Penalty Number (if multiple penalties)	Penalty Number (if multiple penalties)

I, the Contravener, understand and agree that:

1. My Authorized Agent may consent to the decision made by the Screening Officer and may agree with any penalty the Screening Officer deems appropriate.
2. The ultimate responsibility to pay the penalty rests with me as the Contravener.
3. The Screening Decision will be provided by to the named Authorized Agent on this form.

Contravener name (please print)	
Contravener signature	Date*

Personal information on this form is collected under the legal authority of the Municipal Act R.S.O. as amended. This information will be used to process the information you have submitted. Questions about this collection should be directed to By-law and Compliance, Licensing and Permit Services, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1 or 905-832-2281



**BY-LAW AND COMPLIANCE,
LICENSING AND PERMIT SERVICES**