

BY LAW # 01-220 PRIVATE PROPERTY ENFORCEMENT

PROCEDURAL INFORMATION FOR PRIVATE PROPERTY OWNERS

- The Authorized Agent or Owner/Property Managers signature is required to be added to the enforcing officer's handheld device at the time of issuance.
- The Authorized Agent or Owner/Property Manager is required to provide their full name, and phone number to the Parking Control Officer, which will be added to the device for office use and contact purposes.
- The Authorized must accompany the Officer and identify the vehicle(s) alleged to be in violation.
- The Authorized must witness the issue of any Parking Infraction Notices.
- The Authorized shall provide the original ticket or facsimile thereof to the Parking Adjudicator at the First Attendance Facility within fifteen (15) days should they decide to request that the Parking Infraction be withdrawn due to error.
- Attendance to Court, at the request of the Parking Adjudicator, is mandatory.
- Providing false or misleading information, at any time, may be actionable.
- Failure to comply with any requirement of the City may result in the suspension of enforcement services.
- Tags on private property are only considered for withdrawal at the direction of the property owner or their authorized agent. In the event of any dispute, individuals having received a parking infraction notice may be referred back to the authorized agent/property owner.

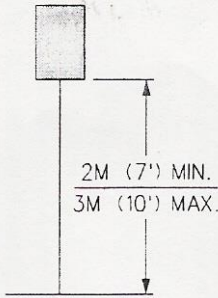
REQUESTS FOR CANCELLATIONS

When a parking infraction notice has been issued on your property to a vehicle that had the authority in which to park, the Parking Adjudicator at Hamilton Municipal Parking System will rescind the ticket when the following procedures have been satisfied:

1. Property management shall review the circumstances leading to the issuing of a parking infraction notice with the applicable individual to avoid repeat occurrences.
2. That the Authorized shall provide a copy of parking infraction via fax to the Parking Adjudicator at the First Attendance Facility at 80 Main Street West (at Summers Lane) should they decide to request that the Parking Infraction be withdrawn. (905) 540-6001 (fax)
3. That any requests for withdrawal must be submitted within fifteen (15) days from date of issue. After this time, cancellations will be at the discretion of the Parking Adjudicators

SIGN SERIES

DT:4029-10



ALL SIGNS ARE BLACK TEXT ON WHITE BACKGROUND EXCEPT FOR RED CIRCLE AND STROKE, AND BLUE DISABLED SYMBOL.
 ALL SIGN TABS ARE WHITE TEXT ON BLACK BACKGROUND.
 MINOR VARIATIONS TO THE ABOVE SIGNS MAY BE PERMITTED.
 VARIATIONS, LOCATION AND NUMBER OF SIGNS ARE SUBJECT TO THE APPROVAL OF THE
 MANGER OF PARKING & ENFORCEMENT OPERATIONS



City of Hamilton
 City Hall, 71 Main Street West
 Hamilton, Ontario,
 Canada L8P 4Y5
 www.hamilton.ca

BY-LAW 01-220 AUTHORIZATION

Hamilton Municipal Parking System

80 Main Street West at Summers Lane
 Telephone: 905.540.6000 Fax: 905.540.6001
 Email: parking@hamilton.ca

Hamilton

This document identifies the person named herein as being authorized to act as agent on behalf of the property owner for the purpose of enforcing By-law 01-220.

Enforcement Location (property address):	
Property Owner Name (type or print):	
Owner Address:	
	Phone:
Owner Signature:	Date:

Agent Name (type or print):	
Agent Address:	
	Phone:

The Authorized understands:

1. The Authorized signature is required to be added to the enforcing officer's handheld device at the time of issuance.
2. The Authorized is required to provide their full name and phone number to the Parking Control Officer, which will be added to the device for office use and contact purposes.
3. That the Authorized must accompany the Officer and identify the vehicle(s) alleged to be in violation.
4. That the Authorized must witness the issue of any Parking Infraction Notices.
5. That the Authorized shall provide the original ticket or facsimile thereof to the Parking Adjudicator at the First Attendance Facility within fifteen (15) days should they decide to request that the Parking Infraction be withdrawn.
6. That attendance to Court, at the request of the Parking Adjudicator, is mandatory.
7. That providing false or misleading information, at any time, may be actionable.
8. That failure to comply with any requirement of the City may result in the suspension of enforcement services.
9. That tickets issued on private property are only considered for withdrawal at the direction of the property owner or their authorized agent requesting the original enforcement (see policy to rescind). In the event of any dispute, individuals having received a parking infraction notice may be referred back to the authorized agent/property owner for information.

Agent Signature: _____ Date: _____

This document, or its equivalent, and the photographic identification satisfactory to the enforcing Officer must be presented at the request of the Officer. This document must be in the agent/complainants possession – DO NOT deliver this form or copies thereof to the City.

Hamilton Municipal Parking System: 905.540.6000



Hamilton

City of Hamilton
City Hall, 71 Main Street West
Hamilton, Ontario,
Canada L8P 4Y5
www.hamilton.ca

BY-LAW 01-220 POLICY TO RESCIND

Hamilton Municipal Parking System

80 Main Street West at Summers Lane
Telephone: 905.540.6000 Fax: 905.540.6001
Email: parking@hamilton.ca

Enforcement of By-Law 01-220

When a parking infraction notice has been issued on your property to a vehicle that had the authority in which to park, the Parking Adjudicator at Hamilton Municipal Parking System will rescind the ticket when the following procedures have been satisfied:

1. Property management to review the circumstances leading to the issuing of a parking infraction notice with the applicable individual to avoid repeat occurrences.
2. That the Authorized shall provide a copy of the parking infraction via fax to the Parking Adjudicator at the First Attendance Facility at 80 Main Street West (at Summers Lane) should they decide to request that the Parking Infraction be withdrawn.
3. That any requests for withdraw be submitted within fifteen (15) days from date of issue. After this time frame, cancellation will be at the discretion of the Parking Adjudicators.

TO THE ENFORCEMENT ADJUDICATOR:

The circumstance surrounding this ticket has been reviewed by our management.

This ticket was issued to a vehicle that was authorized to be on the property, and we ask that these charges be withdrawn.

Sincerely,

Authorized Signature

NAME (Please print)

DATE

Location of Violation:

Ticket number Issued to Vehicle:

Reason for Termination:

The personal information on this form is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25, Sec. 11(1)8. The information collected will be used for the purpose(s) of enforcement of City by-law No. 01-220. If you have any questions or concerns about this collection, please contact a Customer Service Representative at 905-540-6000.