

**APPLICATION FOR HEARING OF AN APPEAL  
BEFORE THE PROPERTY STANDARDS COMMITTEE**

DATE: \_\_\_\_\_

- To:    Modify or Rescind Order
- Extend Time for Compliance

<b>For Town Use Only</b>
Application #
Date Received
Decision Date

Please complete this application and return it to the Secretary of the Committee, along with the application fee of \$200.00 and all supporting documentation referred to in this application no later than 10 days from the date the form was provided.

**NOTE:** In accordance with the policies and procedures of the Town of Halton Hills, you are required to provide to the Town Prosecutor a copy of all future communications to the Property Standards Committee in respect of this matter.

**PLEASE PRINT**

**1. APPLICANT** (The Applicant must be a person to whom an order has been issued by the Town of Halton Hills)

As someone who is appealing to the Hearing Committee you are:

- The owner of the subject property
- The occupant of the subject property
- A person having interest in the subject property

**2. ORDER INFORMATION**

(Attach a copy of the order)

**3. APPLICANT INFORMATION**

<b>Name:</b>	<b>Telephone No :</b>
<b>E-Mail:</b>	<b>Facsimile No:</b>
<b>Address:</b>	<b>Business No:</b>

#### **4. REPRESENTATIVE INFORMATION**

(If the Applicant is to be represented by another individual, please provide the following contact information for the representative.)

<b>Name:</b>	<b>Position:</b>
<b>Address:</b>	<b>Company Name:</b>
<b>Telephone No :</b>	<b>E-Mail:</b>
<b>Business No:</b>	<b>Facsimile No:</b>

#### **5. PARTICULARS OF DISPUTE** (Use attachments, if necessary.)

**5.1 Provisions of the Order in dispute:** (List those sections of the By-law in dispute)

**5.2 Description of the portion of the order that is in dispute:** (List what specific recommendation, condition, or portion of the order you dispute)

**5.3 Concise statement by the Applicant regarding the nature of this dispute, including reasons for non-acceptance of the condition(s) given by the Officer:** (Describe what the nature of your dispute is.)

**5.4 What is the current condition of the property:** (Indicate any changes to the property since the date the order was issued)

**6. SUPPORTING DOCUMENTATION** (List and attach copies of drawings, site plans, photographs, correspondence and other relevant documents documentation that you are providing in support of this application.)

**7. AFFIRMATION AND SIGNATURE OF APPLICANT OR REPRESENTATIVE**

The undersigned affirms that the information provided in this application is accurate.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Representative

\_\_\_\_\_  
Name and Position of Applicant or Representative (Please Print or Type)

**NOTE:**

1. After receipt of this application and payment, the Secretary to the Property Standards Committee will inform you about further arrangements in the form of a notice of hearing.
2. Please notify the Secretary to the Property Standards Committee or Clerk's Office in writing immediately of any change of address. The committee will communicate with you by mail at the address shown in this notice unless you notify the committee of a change in your address.
3. The Property Standards Committee is subject to the Municipal Freedom of Information and Protection of Privacy Act. Personal information provided on this form is collected under the authority of the Building Code Act, 1992 and will be used for the purpose of a hearing before the Property Standards Committee. Please direct any questions about the collection of information to the Records/FOI Coordinator.
4. In the event any party to the proceedings do not attend the hearing it may take place in their absence and they will not be entitled to any further notice of the proceedings.
5. Where an application to extend the time for compliance is submitted, the applicant shall be deemed to agree with the facts contained in the Order.
6. The Rules of Policies and Procedures for the Property Standards Committee (PSC) state that:

***Pursuant to s.17.1 of the Statutory Powers and Procedures Act (SPPA) the PSC may order a party to pay all or part of another party's costs in a proceeding where the conduct or course of conduct of a party has been unreasonable, frivolous or vexatious or a party has acted in bad faith.***

Payment can be made by Cash, Debit, Cheque or Credit Card

**Credit Card Payment Details**

<input type="checkbox"/> VISA or <input type="checkbox"/> MasterCard  CARD EXPIRY DATE      month      year <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div>	CARD NUMBER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Card Holder Name	Card Holder Signature

**RETURN** this application to the Secretary to the Property Standards Committee at the following address:

Clerk's Department  
 Town of Halton Hills  
 1 Halton Hills Drive,  
 Halton Hills, ON L7G 5G2  
 Tel: (905) 873-2601 ext. 2330  
 Fax: (905) 873-1431