



APPLICATION FOR HEARING OF AN APPEAL BEFORE THE PROPERTY STANDARDS COMMITTEE

For Town Use Only
Application #
Date Received
Decision Date

Date:

To: Modify or Rescind Order
 Extend Time for Compliance

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.

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

Name:

Phone No.:

Business No.:

Email:

Address:



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

Name:

Phone No.:

Business No.:

Email:

Position:

Company Name:

5. PARTICULARS OF DISPUTE (Use attachments, 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)



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haltonhills.ca

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 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:

VISA MasterCard Card Number:

Card Holder Name:

Expiry Date:

Cardholder Signature:

RETURN this application to the Secretary of the Property Standards Committee at the following address:
 Clerk's Department - Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills, ON L7G 5G2
 905-873-2600 ext. 2330