
REQUEST FOR REVIEW BY SCREENING OFFICER

- Penalty notices must have been issued after February 14, 2017 to be eligible for review by a Screening Officer
- A separate request must be made for each penalty notice contested
- Review requests must be received by the Screening Officer by 4:30 pm on the 30th day after receipt of the penalty notice
- Screening Officer Review requests should be made by the registered owner of the vehicle, or must attach an authorization form completed by the registered owner
- The Screening Officer may request clarification and/or supporting documentation
- The Screening Officer must consider the full amount of the administrative penalty for the contravention and not the discounted amount, whether or not the person contests within fourteen (14) days of the penalty notice being issued
- The amount of the administrative penalty as decided by the Screening Officer is due and payable to the City of Portage la Prairie within 14 days after the written reasons have been received or are deemed to have been received by the person to whom the penalty notice was issued
- A person who wishes to have a Provincially-appointed Adjudicator review a Screening Officer's decision must request the review within seven 14 days after receiving the Screening Officer's written reasons for the decision, and include a fee of \$25

Please fill out the Request for Review Form on the reverse.

REQUEST FOR REVIEW

Please return to City Hall or email to screeningofficer@city-plap.com

Penalty/Ticket Number: _____ Issue Date: _____ Licence Plate: _____

Name: _____ Email Address: _____

Street and Mailing Address: _____

City: _____ Postal Code: _____

Name of Registered Owner: _____

*If you are not the Registered Owner you must attach a letter from them authorizing this request.

Preferred Method of Communication (Mail or Email): _____

Reason for Appeal: _____

Please attach any additional information or supporting documents.

The Screening Officer will acknowledge receipt of this Request within 14 days.

The Screening Officer's decision may be to confirm the penalty, reduce the penalty, or cancel the penalty.

You will receive the Screening Officer's decision within 30 days of receiving this request.