

The information collected on this form is considered to be a public record. The legal authority to make the information public is City of Toronto Act, 2006, Ontario Regulation 611/06, Administrative Penalties, and Toronto Municipal Code, Chapter 610, Penalties, Administration of, §610-1.2.E. As stated at Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, the privacy provisions at Part 2 of the Act do not apply to any information collected on this form. Questions about this collection can be directed to the Manager of Planning and Liaison, Court Services, 137 Edward Street, 2nd Floor, Toronto, Ontario M5G 2P1 or by telephone at 416-338-7320.

Parking Violation Notice Number

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Vehicle Plate Owner Information

First Name	Last Name
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to the Vehicle Plate Owner because the Vehicle Plate Owner has either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide the name below.	
Single Name	

Hearing Information

Date(s) (yyyy-mm-dd)	Time(s) (hh:mm)
Please list all dates and times this matter was before the Tribunal for which copies of recordings are being requested. See the back of this form for recording fees for multiple days.	

Requestor Information

First Name	Last Name		
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.			
Single Name			
Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	
Telephone Number (Daytime)	Email		

NOTE: Circumstances may arise whereby a digital audio recording of a proceeding, in part or whole, is not available. The tribunal endeavours to prepare for the digital audio recording of all oral hearings, including motions, telephone and video conferencing conducted from the tribunal offices. Despite this commitment, instances may occur causing a disruption to the ability to provide of a digital audio record, in part or whole.

Filing Instructions

Deliver this completed application, and make payment in full, to one of the Revenue Services counters listed below.

Revenue Services Counters

Metro Hall, 55 John Street, 3 rd Floor	Monday to Friday	8:30 am - 4:30 pm
Toronto City Hall, 100 Queen Street West, Main Floor	Monday to Friday	8:30 am - 4:30 pm
North York Civic Centre, 5100 Yonge Street, Lower Level	Monday to Friday	8:30 am - 4:30 pm
York Civic Centre, 2700 Eglinton Avenue West, Main Floor	Monday to Friday	8:30 am - 4:30 pm
East York Civic Centre, 850 Coxwell Avenue, Main Floor	Monday to Friday	8:30 am - 4:30 pm
Etobicoke Civic Centre, 399 The West Mall, Main Floor	Monday to Friday	8:30 am - 4:30 pm
Scarborough Civic Centre, 150 Borough Drive, Main Floor	Monday to Friday	8:30 am - 4:30 pm

Closed Statutory and Civic Holidays

Digital Recording Fee Schedule City of Toronto Municipal Code, Chapter 610 Schedule "B"		
For a copy on compact disc (CD) of a digital recording of a hearing before a Hearing Officer, if such a recording exists and a copy is available		
i.	Single Day Recording	\$20.00
ii.	For each additional day's recording, if the request is made at the same time as a request under sub-item i.	\$10.00
In order for the \$10.00 fee to apply, the order for the multiple days must be received at the same time and all proceedings ordered must have taken place so that the request can be processed as a single transaction.		

For more information contact apt@toronto.ca or 416-338-3412.