

# Request to Summons Form 11

Questions or concerns about this form or process can be directed to the Toronto Local Appeal Body by telephone 416-392-4697 or by email at [tlab@toronto.ca](mailto:tlab@toronto.ca).

Information, including completed forms, disclosure documents and statements, you disclose to the Toronto Local Appeal Body (TLAB) in relation to a TLAB appeal is an adjudicative record that is a public record available to parties, participants and the general public. The legal authority to make the information public is section 1.0.1. of the Planning Act. As stated in Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, the provisions protecting individual privacy in Part 2 of that Act do not apply to any information collected in the TLAB's prescribed forms and associated filings for appeals.

Questions of 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.

### Part 1: Case Information

TLAB Case File Number	Hearing Date (yyyy-mm-dd)
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### Part 2: Requestor Information

First Name	Last Name
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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
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Corporation Name or Association Name (Association must be incorporated), if applicable
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Email
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Street Number	Street Name	Suite/Unit Number
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City/Town	Province	Postal Code
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If the request is filed by an Authorized Representative, please identify the Party:

Party First Name	Party Last Name
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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.

Party Single Name
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Date (yyyy-mm-dd)
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# Request to Summons Form 11

## Part 3: Witness Information

First Name	Last Name	Position Title
<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	Position Title	
Street Number	Street Name	Suite/Unit Number
City	Province	Postal Code

## Part 4: Reason(s) for Request

Please detail why the summoned Witness is relevant to the matter before TLAB, as well as the issues and evidence they will be speaking to relevant to the issues before TLAB. If there is a specific document which has not previously been disclosed which the summoned Witness must provide, please provide detailed information in this part.

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## Part 4: Reason(s) for Request (Continued)

Please detail why the summoned Witness is relevant to the matter before TLAB, as well as the issues and evidence they will be speaking to relevant to the issues before TLAB. If there is a specific document which has not previously been disclosed which the summoned Witness must provide, please provide detailed information in this part. **(Continued from page 2)**

Detailed information must be provided. If the TLAB Chair is not satisfied from the information provided that the evidence to be provided by the person is relevant to the issues before TLAB, or admissible, the summons will not be issued.

**NOTE:** In the case of an intended reference to a document contained in the 'Common Document Book' maintained on the TLAB website ([www.toronto.ca/tlab](http://www.toronto.ca/tlab)), no electronic exchange is required provided the document is referenced and the parts, sections, pages or paragraphs are identified.

## Instructions

The completed form must be returned to the Toronto Local Appeal Body by **email**. The TLAB's Rules of Practice and Procedure require that a summons be served at least THIRTY (30) days before the time the summonsed person is required to attend. Please submit your Request for Summons Form 11 before that deadline, in order for the Chair to consider the request and issue the summons. A form must be completed for each person you are requesting approval to summons.

If your request is approved, you will be provided with a summons and instructions for service.

Please refer to the Toronto Local Appeal Body's Rules of Practice and Procedure for more information.

## Office Use Only

Approved  Request Further Information  Motion Required

Reviewing Panel Member Signature

Date (yyyy-mm-dd)