



Questions or concerns about this form or process can be directed to the Toronto Licensing Tribunal by telephone 416-392-4700 or by email tlt@toronto.ca

It is your responsibility to ensure you follow the Toronto Licensing Tribunal Rules of Procedure available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>. A request for adjournment must be made as soon as possible.

To request an adjournment of a hearing, please complete all applicable sections of this form. You must email the form to the Tribunal at tlt@toronto.ca. You are required to deliver a copy of the form to the other party.

Hearing Information		
Report No.:	Hearing Date (yyyy-mm-dd)	Time: 9:30 a.m./1:00 p.m.

Part 1: Licensee/Applicant Information		
First Name	Last Name	
Street Number	Street Name	Suite/Unit Number
City/Town		Postal Code
Telephone Number (Daytime)	Email	

Part 2: Authorized Agent/Representative Information	
I am authorized to act on behalf of the Licensee/Applicant identified above	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will be attending the Hearing with or on behalf of the Licensee/Applicant.

First Name	Last Name	
Street Number	Street Name	Suite/Unit Number
City/Town		Postal Code
Telephone Number (Daytime)	Email	

Request for Adjournment

Part 3: Grounds for Request

Why are you asking the Tribunal to adjourn or change the hearing date?

Part 4: What other dates are you available to participate in the hearing?

- **Note: Tribunal hearings are held on Thursdays**
- **If you intend to have any witnesses at the hearing, please confirm your witnesses will also be available on the dates you are requesting.**

Please attach additional pages if you require more room to answer any question.

I confirm that a copy of this request for adjournment has been sent to the other party. Yes No

Date on which the request for adjournment was delivered to the other party: _____

If sent by email, forward a copy to tlt@toronto.ca

Print Name

Signature

Date (DD/MM/YYYY)