



# Request for Appeal Hearing

The personal information on this form is collected under the authority of the *Municipal Act, 2001*, and will be used to schedule an appeal hearing. Questions about this collection may be addressed to the City Clerk, 300 Dufferin Ave., London ON N6B 1Z2. Tel: 519-661-CITY

**Instructions, deadlines, and a fees are on the back.**

## What decision are you appealing?

- Business Licence
- Dog Muzzle Order
- Informal Residential Care Facility Licence
- Property Standards Order
- Residential Rental Unit License
- Sign Permit
- Sound Permit
- Tree Protection Permit
- Vehicle for Hire Licence
- Vital Services Interim Certificate

1. Please attach a **copy** of the letter informing you of the decision (for example, the muzzle order, the letter refusing permit or revoking licence, or the interim certificate).

Reference (application number, licence number, address)	Date
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2. What are your reasons for appealing this decision?

List reasons and/or attach documents as needed

3. Contact information

Name (first and last)	
Address (including postal code)	
Daytime telephone number	E-mail address

4. (Optional) At the appeal hearing I will require the following special services or accommodation (for example, services for those who are Deaf or hard of hearing:

I will bring an interpreter to the hearing (translation not provided by City).

5. (Optional) I authorize the following lawyer or agent to represent me in this matter:

Name of lawyer or agent	Name of firm
Address of firm	
Daytime telephone number	E-mail address

I solemnly declare that all of the statements and the information provided, as well as any supporting documents, are true, correct and complete.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date signed

## WHEN TO USE THIS FORM

Use this form to appeal:

- Dog Muzzle Order;
- License Manager letter refusing/revoking a license;
- Property Standards Order;
- Vital Services Interim Certificate; or
- Letter refusing to issue a permit under the authority of one of the by-laws listed below.

## INSTRUCTIONS

Return this completed form with the \$150 fee by the deadline to:

City Clerk's Office  
The Corporation of the City of London  
City Hall, Room 308, 300 Dufferin Ave, London ON N6B 1Z2  
Email: [Hearings@london.ca](mailto:Hearings@london.ca)  
Fax: 519-661-4892

X Do not use this form to request a hearing about a penalty issued under the Administrative Monetary Penalty System (AMPS). Instead use the AMPS Hearing Request Form No.1819 (rev.2021.04). There is no fee to request a hearing under AMPS.

## Questions?

London's Hearings Officer By-Law (A.-6653-121) is posted online at [london.ca/by-laws](http://london.ca/by-laws).  
Call 519-661-CITY (2489), ext. 5422, or email Anastasia Bush: [abush@london.ca](mailto:abush@london.ca)

## TYPE OF APPEAL HEARING

Appeal Deadline

### **Business Licensing By-law L.-131-16**

Within 20 days after notice is served

### **Dog Licensing and Control By-law PH-4**

Within 15 days of receipt of muzzle order

### **Informal Residential Care Facility By-law CP-21**

Within 10 days after the notice is served

### **Property Standards By-law CP-24**

Within 14 days after the notice is served

### **Residential Rental Units Licensing By-law CP-19**

Within 10 days after notice is served

### **Sign By-law S.-5868-183**

Within 21 days of the date of decision

### **Sound By-law PW-12**

Within 10 days after the notice is given

### **Tree Protection By-law C.P.-1555-252**

Within 30 days after the notice is given

### **Vehicle for Hire By-law L.-130.71**

Within 10 business days after notice is given

### **Vital Services By-law PH-6 (fee is \$150, or as shown on interim certificate)**

Within 15 days after interim certificate is mailed