

Request for Disclosure

Who should use this form?

This form is for anyone who wants a copy of the investigating officers' notes, pictures, or other documents that will be used as evidence in a Hearing Review Meeting. Disclosure will be emailed to the email address provided, once available.

A request for disclosure must be received by the City at least 10 business days prior to your scheduled hearing Review appointment. If you need help in completing this form please contact us during regular business hours.

Please send or drop off this completed request form to:

- Mail/In-Person: City of Cambridge, Attn: Administrative Penalty Program, 50 Dickson Street, Cambridge, ON, N1R 5W8
- Email: tickets@cambridge.ca

Requester Information

First Name		Last Name	
Street #	Street Name		Suite/Unit #
City	Postal Code		Prov.
Telephone #		Email	

Penalty Notice Information

Penalty Notice #:	
Offence Date:	Hearing Date:

Requestor's Signature:	Date (MM/DD/YYYY):
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For Internal Use Only

Request Received Date:	Reviewer:
Completion Date:	Applicant Notified by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> In Person

The personal information on this form is collected under the authority of the Municipal Act, 2001 and will be used in the administration of the Administrative Penalty System. Questions about this collection should be directed to the Manager of Municipal By-law Compliance and Corporate Security, City of Cambridge, 50 Dickson Street, Cambridge, ON N1R 5W8; Telephone 519-623-1340.