

<Community Name>
Community Charter

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MUNICIPAL TICKET INFORMATION

ISSUED TO:

SURNAME OR CORPORATE NAME		<input type="checkbox"/> YOUNG PERSON	
GIVEN NAMES (OR CORPORATE NAME CONT'D)		GENDER M F	BIRTHDATE YY MM DD
ADDRESS			
CITY		PROVINCE	POSTAL CODE

The bylaw enforcement officer says that he or she has reasonable and probable grounds to believe, and does believe, that the above named

on or about

DATE OF OFFENCE		
YY	MM	DD

 at the time of

24 HR CLOCK	
HH	MM

at or near _____, <Community Name>,
STREET ADDRESS

Province of British Columbia

Did commit the offence indicated, under the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	USE FOR ONE OFFENCE ONLY	SECTION	FINE AMOUNT	FINE AMOUNT IF PAID WITHIN 30 DAYS
			\$	\$

If you wish to dispute the allegation contained in this ticket, you may appear at the following location to give notice of dispute:

<Community Corporate Name>
<Address>
<Address>

or deliver, have delivered, or mail a **Notice of Dispute** to the above address as described on the reverse. The fine amount may be paid in accordance with the prescribed instructions (see reverse).

For Court Use If Ticket Disputed		DATE YY MM DD	
AT HEARING			
<input type="checkbox"/> CONVICTED		<input type="checkbox"/> DISMISSED	
SIGNATURE OF JUSTICE			
BYLAW ENFORCEMENT OFFICER NAME OR NUMBER		DATE OF SERVICE YY MM DD	
BYLAW ENFORCEMENT OFFICER SIGNATURE			
AREAS OF THIS TICKET OUTLINED IN BOLD BLACK ARE NOT PART OF THE OFFENCE CHARGED			

If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days from the date of service of this ticket, you will be deemed to have pleaded guilty to the offence charged and the fine amount will be immediately payable.



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<Name of Community>
Community Charter

CERTIFICATE OF SERVICE

I, _____
NAME OCCUPATION

certify that on the date

YY	DATE MM	DD
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I served _____

with a copy of the Municipal Ticket Information on the reverse side of this ticket, in the manner indicated below:

- by delivering it to the person personally;
- by leaving it for the person at the person's last or usual residence with an occupant of it who appeared to be at least 16 years of age, because the person could not be conveniently found;
- the defendant being a corporation, by delivering it to a director, or to a manager, secretary or other executive officer of the corporation or of a branch of it or on the attorney of an extraprovincial company, namely:



Dated:

YY	DATE MM	DD
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BYLAW ENFORCEMENT OFFICER SIGNATURE





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HOW TO PAY THIS TICKET

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this ticket, or a note giving sufficient information to identify this ticket, including:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE:

If you do not provide sufficient details, your payment might not be credited to you, and the fine may remain outstanding. By paying the fine, you will be deemed to have pleaded guilty to the described offence. If there is an early fine payment option noted on this ticket, the payment must be postmarked on or before the 30th day from the date of service of this ticket.

MAY I PAY FOR THIS TICKET IN PERSON?

Yes. You may make payment at the address above during regular business hours.

Present this copy of the ticket, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days from the date of service of this ticket, you will be deemed to have pleaded guilty to the offence charged and the fine amount will be immediately payable.

HOW TO DISPUTE THIS TICKET

MAY I DISPUTE THIS TICKET?

Yes. If you dispute the allegation contained in this ticket you or your agent will have to attend the Provincial Court of British Columbia for a hearing.

HOW MAY A NOTICE OF DISPUTE BE MAILED?

If you wish to send your notice of dispute by mail, write to the following address:

<Community Corporate Name>

<Address>

<Address>

Your notice of dispute should contain the following information:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE:

If you do not provide these details, the notice of dispute may not provide sufficient information, and you may be deemed not to have disputed the described offence.

HOW MUCH TIME DO I HAVE TO DISPUTE?

If you wish to dispute, you have up to 14 days from the date of service shown on the face of this ticket to deliver, have delivered or mail your notice of dispute. Your notice of dispute must be postmarked on or before the 14th day from the date of service of this ticket.

MAY I DELIVER A NOTICE OF DISPUTE IN PERSON?

Yes. You may deliver your notice of dispute to the above address. You should bring this copy of the ticket, and you may be asked to fill out a notice of dispute form.

WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED?

You will receive notice in the mail from the Provincial Court Registry informing you of the time and location of your hearing. If you do not attend the Court on the indicated date, the ticket will be treated as not disputed, you will be deemed to have pleaded guilty to the offence charged and the fine amount will be immediately payable.

