

How to Submit the Notice of Appeal

The Notice of Appeal Form must be received on or before the final date for appeal, with a copy of the Decision and applicable Fee.

Send by registered mail or deliver to: City of Hamilton, Office of the City Clerk
Attention: City of Hamilton Licensing Tribunal
71 Main Street West, 1st Floor
Hamilton, Ontario L8P 4Y5

- You must include the non-refundable appeal fee of \$195.00 (\$172.57+HST) (2021). Cheques or money orders are payable to the City of Hamilton. Do not send cash in the mail.
- Take care to fill out this form by printing legibly.
- Attach a copy of the Decision you are appealing to this Notice of Appeal Form.

Should the Notice of Appeal be received after the deadline, it will not be processed and it will be returned to the Appellant.

CITY OF HAMILTON LICENSING TRIBUNAL

AUTHORIZATION TO ACT AS AN AGENT FOR APPEAL

If the appellant is an individual:

I, _____ *[insert name(s) of appellant]*, **authorize**
_____ *[insert name of agent]* **to act as my agent for the**
purposes of the appeal of the decision made by the Issuer of Licenses to refuse
my application for a *[insert type of license(s)]* _____
to the City of Hamilton Licensing Tribunal.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

If the appellant is a corporation:

On behalf of _____ *[insert name of the corporation]*,
I, _____ *[insert name of person authorized to bind the*
corporation], **authorize** _____ *[insert name of agent]* **to act as**
the corporation's agent for the purposes of the appeal of the decision made by
the Issuer of Licenses to refuse the application for a *[insert type of license(s)]*
_____ **to the City of Hamilton Licensing Tribunal.**

Corporation Name: _____

Signature: _____

Date: _____

Position: _____

I have authority to bind the corporation.