



AUTHORIZATION TO CONDUCT PARKING PARKING ENFORCEMENT ON PRIVATE PROPERTY

I, _____
Name Position

of _____
Municipal Address Type of Property
(shopping mall, condo, townhouse, school, medical, etc.)

hereby file my AUTHORIZATION Form with the City of Burlington that allows Parking Officers to enter the above location to enforce parking offences that occur on private property under the City of Burlington Parking & Idling By-law by:

DELEGATED or PRIVATE AGENCY PROCESS

I AUTHORIZE these persons to request/conduct enforcement

Person / Private Agency Name	Position	Phone Number
Person / Private Agency Name	Position	Phone Number
Person / Private Agency Name	Position	Phone Number
Person / Private Agency Name	Position	Phone Number
Person / Private Agency Name	Position	Phone Number

This Authorization allows City of Burlington Parking Officers or Private Agency Officers to enter the above property to issue private property parking tickets to illegally parked vehicles on the property.

If Requested by the City, my representative or I will attend the Hearing Meeting to provide evidence relating to the enforcement and/or parking ticket.

Authorized Signature: _____ Date: _____

PRINT MANDATORY INFORMATION BELOW

Owner / Company Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Business Phone: _____

Cell Phone: _____ Email: _____

CITY OF BURLINGTON - OFFICE USE ONLY

Approved by the Supervisor of Parking Services or Designate

Date

PROCEDURE

MANUFACTURE SIGNS & START ENFORCEMENT

1. PRIOR TO ORDERING SIGNS

- Contact Parking Services Staff to develop your Parking Management Plan.
 - 426 Brant St., P.O. Box 5013, Burlington ON
 - ☎ 905-335-7816
 - ✉ Parking@Burlington.ca

2. PRIOR TO SUBMITTING AUTHORIZATION FORMS - Install signs as per the approved Parking Management Plan.

3. SEND COMPLETED AUTHORIZATION FORMS - For Parking Services for inspection and approval.

4. SITE INSPECTION FOR SIGN APPROVAL - Upon receipt of the Authorized Form, Parking Services staff will:

- a) Inspect the site to ensure the signs are properly installed.
- b) Notify the Property Management / Owner that the:
 - Location is approved for enforcement, or
 - Signs are deficient and the location is NOT approved for enforcement.

5. SIGN INFORMATION

- a) Order Signs
 - Local Business - refer to Yellow Pages.
- b) Installation - all signs MUST be:
 - Attached to stationary steel post, wall or fence.
 - Posted so that the bottom of the sign is 2m (about 6') high from the grade level.
 - Angled to face the direction of traffic entering the property.
- c) Additional Signs - may be warranted for visitors / tenant / customer:
 - Single sign per space or bookend signs with arrow for many spaces.
- d) Fire Route & Accessible Signs / Spaces:
 - MUST be in compliance PRIOR to private property enforcement.

6. CONTACT INFORMATION FOR 24/7 ENFORCEMENT

BUSINESS HOURS - Parking Services - 905-335-7816
AFTER HOURS - Halton Regional Police - 905-878-5511

7. PERSONS AUTHORIZED TO REQUEST ENFORCEMENT

- a) Authorized persons listed on the form may call for enforcement & must provide I.D. to the Officer.
- b) Person must point out the illegally parked vehicle to the Officer & state the reason for enforcement.
- c) Tickets will not be cancelled once the Officer leaves the property.

8. RESPONSE TIMES / PRIORITY

Officers will respond to all parking related complaints including requests for private property enforcement that are reported on a priority basis. Response times can vary due to the severity of infraction and regards for community safety.

9. TOWING VEHICLES

The City does not tow / remove vehicles from private property.

10. HEARING MEETING EVIDENCE

- a) The Authorized Person may be required to attend and provide evidence relating to the parking ticket.
- b) A Subpoena will be mailed to the Authorized Person 6-weeks prior to the Hearing Meeting date.

11. CEASE ENFORCEMENT

Parking Services will immediately cease enforcement for any of the following reasons:

- a) Deficient signs / pay machines, outdated authorized names, customer service concerns or tickets issued in error that impact the vehicle owner.
- b) If compliance of the above items is not rectified within 3-months of notification, the property will be removed from enforcement.
- c) The City reserves the right to refuse or cease enforcement on any property at anytime.

12. RENEW AUTHORIZED DOCUMENTS

Are mandatory every 2-years to ensure current information.

Property Owner / Agent: _____

Date: _____