

## FARE INFRACTION – NOTICE OF APPEAL

**PLEASE PRINT CLEARLY AND COMPLETE ALL FIELDS. FAILURE TO DO SO MAY RESULT IN DELAY OR REJECTION OF YOUR APPEAL.**

Ticket Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

What is the section number of the infraction? \_\_\_\_\_ (see the front page of your ticket)

Name: \_\_\_\_\_  
(last name / first name / middle name)

Address: \_\_\_\_\_  
(please include postal code)

Daytime telephone number: \_\_\_\_\_ Email: \_\_\_\_\_  
(note: communication and information may be delivered to you by email)

Section 253 of the *South Coast British Columbia Transportation Authority Act* (the "Act") allows you to appeal your ticket on one or more of the following three grounds. Please check one or more of the three boxes which apply to your situation:

- you did not commit the infraction as alleged;
- the ticket does not comply with section 249(1) of the Act; and/or
- any other ground for cancellation set out in the Bylaw. The Bylaw permits you to appeal liability under a ticket on the ground that relevant information was not submitted in the dispute procedure.

Please explain why you are appealing your ticket and why you think one or more of the three reasons, above, applies to your situation (please attach additional information as needed):

\_\_\_\_\_

\_\_\_\_\_

The arbitrator may request additional information and may wish to speak to you by telephone or in person. If you are requested to appear in person, do you require accommodation due to a disability (check one)  yes /  no

If yes, please explain what you need \_\_\_\_\_

If TransLink provides the arbitrator with any information or documents other than your ticket, your notice of dispute, the decision from the dispute process and this notice of appeal, or if the arbitrator requests additional information from TransLink, a copy of all such additional information or documents will be delivered to you prior to the arbitrator reviewing your appeal and you will have five business days to respond.

At the end of the arbitration, the arbitrator will mail or email you, at the address or email address provided above, notice that your ticket has either been confirmed or cancelled and the reasons why the decision was made.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send to:

If you want to appeal the decision of a Dispute Screening Representative, you must do so by delivering this Notice to TransLink **within 30 days** of your notification from TransLink that your fare infraction ticket has been confirmed, unless you have been granted an extension to this 30 day period pursuant to section 5 of the Fare Collection Bylaw (the "Bylaw"). You must deliver this Notice to TransLink either electronically at [fareinfraction@translink.ca](mailto:fareinfraction@translink.ca); by fax at 778-375-7828; or by mail to TransLink – Fare Infraction Administration, Suite 400 – 287 Nelson Court, New Westminster, BC V3L 0E7

The personal information collected relates directly to and is necessary for the purpose of administering the Act and the Bylaw of the Fare Infraction process, including the dispute procedures and the collection of ticketed items under the authority of the South Coast British Columbia Transportation Authority Act. TransLink may use and disclose this information for the management of the Fare Evasion process in accordance with provisions of Part 3 of the *Freedom of Information & Protection of Privacy Act*. Questions about the Fare Infraction process can be directed to TransLink-Screening Representative in writing at Suite 400 - 287 Nelson's Court, New Westminster, BC V3L 0E7 or 778-375-6951. Questions about the collection, use and disclosure of information can be directed to TransLink c/o Privacy Officer, Suite 400 - 287 Nelson's Court, New Westminster, BC V3L 0E7, or 778-375-7500, or to [privacy@translink.ca](mailto:privacy@translink.ca).