
Private Property Officer Appointment Application

To make an application for Private Property Officer Appointment to issue Town of Whitby tickets on private property, please provide the following:

- A completed Private Property Officer Appointment Application.
- Provide proof of age; all applicants must be at least 18 years of age.
- Provide a clean criminal background check, dated not more than 90 days from the date of application, OR a copy of their valid security guard licence.
- Payment in the amount of \$126.56 as set out in the Town's Fees and Charges By-law #7220-17, as amended.
- Upon initial appointment, successfully complete the Town's training session on the issuance of parking infraction notices under Part II of the Provincial Offences Act.

Payment Options:

- **Option 1:** Submit your completed application with the required documents to our office located at 3050 Garden Street Unit 102, Whitby, ON L1R 2G7. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby
- **Option 2:** Drop your payment and completed application into the Town's drop box located at 575 Rossland Road E, Whitby ON L1N 2M8

Additional Information:

- Every individual seeking appointment shall be the registered owner of the property, or a person authorized in writing by the private property owner to enforce the parking regulations on the property.
- The officer appointment expires annually from the date of issuance.
- The annual renewal fee is \$27.00, as amended in accordance with the Town's Fees and Charges By-law #7220-17.

Please Note:

- The individual seeking appointment must successfully complete the Town's training session on the issuance of parking infraction notices under Part II of the Provincial Offences Act.
- Upon receiving a completed application and after successful completion of the training program, the Commissioner of Legal and Enforcement Services/ Town Solicitor, or their designate, will favorably consider appointing the individual requesting authorization as a MLEO for the purpose of enforcing parking restrictions on private property sites listed on this application.

Property Owner Information	
First Name:	Last Name:
Address:	
Phone:	Email:
Authority to Represent the Property Owner (If Applicable)	
First Name:	Last Name:
Address:	
Phone:	Email:
Individual Seeking Appointment to Issue Town of Whitby Parking Tickets	
First Name:	Last Name:
Security Company (if applicable)	
Address:	
Phone:	Email:
Security Guard License Number (if applicable):	
Criminal Record Check Date of Search (if applicable):	
Location(s) Requesting to Issue Town of Whitby Parking Tickets	
Please list all applicable site address(es):	

Type of Application

Please Check:

- This is a new application (\$126.56)
- This is a renewal application (\$27.00)

Declaration of Owner/Authorized Agent and Individual Seeking Appointment

The undersigned hereby applies for private property officer appointment for the purpose of enforcing parking restrictions at the location(s) listed above in which they are approved by the Commissioner of Legal and Enforcement Services/ Town Solicitor, or their designate. The undersigned agrees to comply with all municipal by-laws, regulations, private property terms and conditions and all other application requirements.

In consideration of the application approval which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the approval of this application.

Signature of Property Owner/Agent _____ Date _____

Signature of Individual Seeking Appointment _____ Date _____

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Licensing By-Law. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.

Private Property Fees

Item	Fee	Service
New Site Application	\$106.00	<ul style="list-style-type: none"> • Application processing • Sign inspection for the property
Private Property Site Renewal	\$27.00 (annually)	<ul style="list-style-type: none"> • Application processing
Private Property Parking Officer Training	\$126.56 (HST included)	<ul style="list-style-type: none"> • Officer training • Processing fee • Appointment Letter • Identification card
Private Property Parking Officer Renewal Fee	\$27.00 (per person)	<ul style="list-style-type: none"> • Processing fee • Appointment Letter • Updated Identification card
Request to remove an unauthorized vehicle (office hours)	\$106.00	Request to have Town Parking Enforcement remove an unauthorized vehicle during business hours. (Monday to Friday, 8:30 a.m. to 4:30 p.m.)
Request to remove an unauthorized vehicle (outside office hours)	\$211.00	Request to have Town Parking Enforcement remove an unauthorized vehicle outside of business hours.