

Private Property Officer Appointment Application

To be appointed as a Private Property Officer authorized to issue Town of Whitby penalty notices, the following must be provided:

- ☐ A completed Private Property Officer Appointment Application.
- ☐ A criminal background check issued within the last 90 days; **OR**
- ☐ A copy of a valid security guard licence.
- ☐ Proof of age; all applicants must be at least 18 years of age.
- ☐ If the applicant is not the registered owner of the property, a letter of authorization from the owner/agent authorizing the applicant to enforce parking regulations on the property.
- ☐ New application fee in the amount of \$114.00 (Town's Fees and Charges By-law #7220-17, as amended); **OR**
- ☐ Renewal fee is \$27.00 and expires annually.

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.

Please Note:

- Officer appointment expires annually from the date of issuance.
- The individual seeking appointment must successfully complete the Town's training session on the issuance of penalty notices under The Town's Traffic Bylaw.
- All applications, required documents, and payment must be submitted a minimum of 24 hours prior to the scheduled training session. Applications that do not meet this requirement may result in delayed processing or rescheduling of training.
- Once payment and required documentation have been received, training has been successfully completed, the Sr. Manager of Enforcement Services 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.

Site Location(s) Requesting to Issue Town of Whitby Penalty Notices	
1.	
2.	
3.	
4.	
Property Owner Information for the Site Requesting Enforcement	
Person/Company Name:	
Address:	
Phone:	Email:
Authorized Representative for the Property (Property Manager/Agent)	
First Name:	Last Name:
Address:	
Phone:	Email:
Individual Seeking Appointment to Issue Town of Whitby Penalty Notices	
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):	

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 Sr. Manger of Enforcement Services, 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 Traffic By-Law #8059-24. 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	\$108.00	• Application processing • Sign inspection for the property
Private Property Site Renewal	\$27.00 (annually)	• Application processing
Private Property Parking Officer Training	\$114.00	• Officer training • Processing fee • Appointment Letter • Identification card
Private Property Parking Officer Renewal Fee	\$27.00 (per person)	• Application processing • Issuance of new ID card
Request to remove an unauthorized vehicle (office hours)	\$108.00	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)	\$215.00	Request to have Town Parking Enforcement remove an unauthorized vehicle outside of business hours.