
Private Property Officer Appointment Application

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

- ☐ A completed Private Property Officer Appointment Application.
- ☐ 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.
- ☐ Letter of authorization from the owner/agent authorizing the applicant to enforce parking regulations on the property.
- ☐ Payment in the amount of \$128.82 as set out in the Town's Fees and Charges By-law #7220-17, as amended.

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:

- Individuals seeking appointment shall be the registered owner of the property, or a person authorized in writing by the property owner/agent to enforce the parking regulations on the property.
- Provide proof of age; all applicants must be at least 18 years of age.
- Officer appointment expires annually from the date of issuance.
- Renewal fee is \$27.00 and expires annually.

Please Note:

- The individual seeking appointment must successfully complete the Town's training session on the issuance of penalty notices under The Town's Traffic Bylaw #8059-24.
- 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.

Private Property Officer Appointment 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):	

Type of Application

Please Check:

- ☐ New Application (\$126.56)
☐ 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 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	<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	\$128.82 (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"> • Application processing
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.