



Noise Reporting Record Package

The Town of Newmarket understands that noise can impact residents' quality of life, which is why noise that disturbs, or may disturb, the community is regulated. Municipal Enforcement is dedicated to working with you to help resolve your concerns.

The Town requires your cooperation and involvement to assist in bringing this matter to a conclusion. The first step in the noise complaint process is to complete and submit the attached Noise Report Witness Questionnaire and Noise Report Record Form. Once Municipal Enforcement receives the completed documents, the information will be reviewed, and you will be contacted to advise whether a Notice of Violation will be issued to the offending property. The decision to proceed is based on whether the evidence supports a finding of a violation.

If a Notice of Violation is issued to the offending property you will be required to monitor and document the noise on a second Noise Record document over a subsequent two-week period.

If the matter is not satisfactorily resolved, and upon receipt of the second Noise Reporting Record Form, Municipal Enforcement may proceed under the Administrative Monetary Penalty System. Following a review of the submitted information, an Administrative Monetary Penalty may be issued to the property owner and/or person responsible for the noise. The decision to issue a penalty is based on whether the evidence supports a finding of non-compliance. You may be contacted for clarification or additional information as part of this process, and your completed noise records may be relied upon as supporting evidence.

Please be advised that your name, address and phone number is confidential when the Town of Newmarket receives your complaint. However, should the matter proceed to a hearing your name and that of any witnesses becomes part of the public record.

Please find enclosed the following documents:

- (i) Noise Reporting Witness Questionnaire (which must be completed in full and returned)
- (ii) Noise Reporting Record Form (which must be completed in full and returned)

Please forward your completed Noise Reporting Witness Questionnaire and Noise Reporting Record to info@newmarket.ca or fax to Customer Service 905-953-5135.

We hope this information has been of assistance to you and has clarified the Town of Newmarket's role in the noise issue which you are involved with. If you have any questions pertaining to the information provided to you, please contact the Town at 905-895-5193 or info@newmarket.ca

NOISE REPORTING WITNESS QUESTIONNAIRE

Date:	
Name:	
Street:	
City/Town:	
Postal Code	Telephone number:
Location of Noise (Address):	

The following questions must be completed to assist in the review of the alleged Noise By-law contravention. Any corroborating witnesses are also required to complete this questionnaire:

<p>The following questions must be answered in order to assist in the investigation of a Noise By-law violation. Corroborating witnesses must also complete this questionnaire:</p>
<p>a) Proximity of residence to where noise is emanating from?</p>
<p>b) How long has the noise been a concern?</p>
<p>c) What attempts, if any, have you taken to advise the person(s) making the noise of your concerns and what was the result?</p>
<p>d) Describe how the noise affects your quality of life and what changes have you made to mitigate the effects?</p>

e) How do you know where the noise is emanating from?

Should a penalty notice be served for violations of the Town of Newmarket Noise By-law, the undersigned is prepared to appear at a hearing as a witness and provide evidence as shown in the Noise Reporting Record Form.

Signature: _____

Date: _____

NOTE: The personal information collected on this form is collected under authority of the Municipal Act, 2001. The personal information will be used by the Town of Newmarket for responding to your request and / or inquiry. This information will be used to administer the noise complaint and investigation process. Questions about the collection of personal information should be directed to Customer Service at 905-895-5193 or info@newmarket.ca

Date	Start Time	End Time	Describe Noise	How are you disturbed?

Note: Any possible Prosecution would be based on this Noise Reporting Record. A minimum of a two week Record is required before a Notice of Violation is issued. A second two week Record, to be completed after the issuance of the Notice of Violation, is required for a charge to be considered. Any witnesses that you provide are also required to provide a Noise Reporting Record Form. Please copy this form to provide to your witness.

Name: _____ Signature: _____
(Please Print)

Date: _____ Your address: _____