



## **Request for Reconsideration Form**

### **HOW TO REQUEST A RECONSIDERATION OF A FINAL DECISION**

Under Rule 18 of the [Common Rules of the Licence Appeal Tribunal, Animal Care Review Board, and Fire Safety Commission](#), a party may request a reconsideration of a final decision within 21 days of the date of decision. Rule 18 can be accessed here ([PDF](#)).

A final decision is one that finally disposes of the application before the Tribunal.

A request for reconsideration from a party must be served on all other parties and must include:

- All submissions and evidence in support of the request, which must specify the applicable criteria under Rule 18.2;
- Notification if the party is seeking judicial review or pursuing an appeal in relation to the decision; and
- Remedy or relief sought.

A party served with a request for reconsideration is not required to deliver a response until requested to do so by the Tribunal.

A request for reconsideration will not be granted unless one or more of the following criteria under Rule 18 are met:

- The Tribunal acted outside its jurisdiction or violated the rules of procedural fairness;
- The Tribunal made an error of law or fact such that the Tribunal would likely have reached a different result had the error not been made;
- The Tribunal heard false evidence from a party or witness, which was discovered only after the hearing and likely affected the result; or
- There is evidence that was not before the Tribunal when rendering its decision, could not have been obtained previously by the party now seeking to introduce it, and would likely have affected the result.

Reconsideration decisions are published on [CanLII](#).

The determination of the request for reconsideration will be considered on the basis of written submissions only.



**Information about your Request for Reconsideration**

Are you the Applicant or Respondent?                      Applicant                      Respondent

Requestor Name:

Requestor Daytime Contact:

Tribunal File Number:

Date of Final Decision:

**Reasons for your Request for Reconsideration**

A request for reconsideration will not be granted unless one or more of the criteria outlined in Rule 18 are met. Please indicate which criteria you are relying on and **attach any relevant documentation to support your request:**

- The Tribunal acted outside its jurisdiction or violated the rules of procedural fairness;
- The Tribunal made an error of law or fact such that the Tribunal would likely have reached a different result had the error not been made;
- The Tribunal heard false evidence from a party or witness, which was discovered only after the hearing and likely affected the result; or
- There is evidence that was not before the Tribunal when rendering its decision, could not have been obtained previously by the party now seeking to introduce it, and would likely have affected the result.

**Notice of Service**

I have served a copy of this request for reconsideration on the other parties by:

- Regular Mail (last known address)
- Delivering it personally
- Fax/E-Mail

Name:

Signature:

Date: