



How to Request an Amendment of a Decision or Order

The Licence Appeal Tribunal's Rule 17 provides that the Tribunal may at any time:

- a) Correct a typographical error, an error of calculation or similar error in its order or decision;
- b) Clarify an order or decision that contains a misstatement or ambiguity, which is not substantive and does not change the order or decision.

[Rule 17](#) can be accessed here. The Tribunal's [Practice Direction](#) on amendment requests can be accessed here.

An amendment request must be filed with the Tribunal and served on all other parties using this form. The requesting party must provide details of the requested amendment including:

- the decision or order that is the subject of the request;
- the specifics of the requested amendment;
- how the request falls within the Tribunal's amendment authority as set out in Rule 17; and
- whether the request is being made pursuant to Rule 17 (a) and/or (b).

Accompanying information is limited to one (1) page double-spaced, with 12-point, Arial or Times New Roman font and 1.5-inch margins.

The Tribunal may, at its discretion, contact the requesting party or parties for additional information. If a party provides insufficient details or does not complete this form, the amendment request will be denied.



Tribunals Ontario

Licence Appeal Tribunal
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6
Telephone: 416-326-1356
Toll Free: 1-888-444-0240
TTY: 1-800-855-0511
Email: LATregistrar@ontario.ca
Website: tribunalsontario.ca/lat

Amendment Request Form

Disponible en français

Information about your Amendment Request

Are you the Applicant/Appellant or Respondent? Applicant/Appellant Respondent

Requestor Last Name

Requestor First Name

Requestor Daytime Contact

Tribunal File Number

Date of Decision or Order (yyyy/mm/dd)

An amendment will not be made unless it falls under the provisions of [Rule 17](#). Please indicate whether the requested amendment falls under Rule 17(a) and/or Rule 17(b):

- Rule 17(a) – Correct a typographical error, an error of calculation or similar error.
- Rule 17(b) – Clarify an order or decision that contains a misstatement or ambiguity, which is not substantive and which does not change the order or decision.

Please attach the required information to support your request, which must be no more than one double-spaced page in length.

Notice of Service

I have provided a copy of this request on the other parties by:

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

Name

Signature of Representative or Party

Date (yyyy/mm/dd)