



Township of Centre- Wellington
1 Macdonald Square
Elora, Ontario
Canada N0B 1S0

Phone: 519-846-9691
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NOISE REPORTING PACKAGE

The Township recognizes that noise impacts your quality of life, which is why it regulates noises that disturb or are likely to disturb inhabitants.

The first step in the noise reporting process is to complete and submit the **Noise Report Witness Form** and the **Noise Report Record Form** (covering a two-week period). The Noise Report Record Form requires you to monitor the alleged noise violation over two weeks and to record all occurrences.

Once the completed documents have been received, Municipal Law Enforcement staff will review them to determine whether there is sufficient evidence and a reasonable prospect of conviction. Please provide photocopies of any documents you submit and retain the originals, as you may be required to produce them as evidence in court.

If there is sufficient evidence, legal action may be initiated, and the property owner and/or the person responsible for the noise may be charged and/or required to attend court.

At the first court appearance, the individual(s) charged will be given the opportunity to plead guilty, at which time the Court may impose a penalty. If the accused individual(s) plead not guilty, the matter will be adjourned and a court date set for trial. You will be notified and must appear in court with your noise records on the scheduled trial date.

Please be advised that your name, address, and phone number are kept confidential when the Township of Centre Wellington receives your complaint. However, if the matter proceeds to court, your name and that of any witnesses become part of the public record.

Please find enclosed the following documents:

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

Please forward your completed Noise Reporting Witness Form and Noise Reporting Record by mail or in person to:

1 MacDonald Square, Elora, ON N0B 1S0
or email to: bylaw@centrewellington.ca

In addition to this process, you may wish to seek independent legal advice, as there may be various civil remedies available to you.

If you have any questions or require clarification regarding the noise reporting process, please contact our office at bylaw@centrewellington.ca or **519-846-9691 ext. 237**.



NOISE REPORTING WITNESS FORM

Date:	
Name:	
Address:	
Telephone:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Email:	
Location of Noise (Address):	

The following questions must be answered in order to assist in the prosecution of a Noise By-law violation. Corroborating witnesses must also complete this questionnaire.

1. Describe proximity of residence to where noise is emanating from.
2. How long has the noise been a concern?
3. What attempts, if any, have you taken to advise the person making the noise of your concerns and what was the result?
4. Describe how the noise affects your quality of life and what changes have you made to mitigate the effects?
5. How do you know where the noise is emanating from?

ACKNOWLEDGEMENT

By completing and submitting this form, I acknowledge and accept my responsibility to attend court as a witness to testify regarding my observations and the information provided in the submitted documentation, including the Noise Reporting Record Form. I understand and accept that no legal action will be taken by the Township of Centre Wellington should I be unwilling or unable to attend court to provide testimony. I further certify that the information provided is accurate and complete to the best of my knowledge.

Date

Signature



NOISE REPORTING RECORD FORM

Date (mm/dd/yy)	Duration (Be precise. Use specific times i.e. 10:18pm-11:27pm)	Location of Noise	Your Location (Bedroom, backyard, patio, etc.)	Other Neighbourhood Noise? (If yes, describe i.e. lawn mower, leaf blower, etc.)	Weather	How does this noise/incident disturb you?



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Pg. ____ of ____

Name:		Signature:	
Date:		Your Address:	

Personal information on this form is collected under the authority of the Municipal Act, SO 2001, c. 25 and is collected for the purpose of enforcing the Township of Centre Wellington Noise By-law. Questions about the collection of personal information should be directed to the Clerk, 1 MacDonald Sq, Elora, ON N0B 1S0, 519-846-9691, clerks@centrewellington.ca