

**Ontario Land Tribunal**

655 Bay Street, Suite 1500, Toronto, ON M5G 1E5

Tel: 416 212-6349 | 1 866 448-2248

Web Site: olt.gov.on.ca

**Request for Adjournment**

Before submitting this form, rule 17 of the Ontario Land Tribunal’s [Rules of Practice and Procedure](https://olt.gov.on.ca/about-olt/law-policy/) should be reviewed.

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| --- | --- |
| **Date of Request:** |  |
|  |
| **Case Information** |
| OLT Case No.: | Hearing Date: | Municipality: |
|  |  |  |
|  |
| **Request can only be made by Party or Representative** |
| Last Name: | First Name: |
|  |  |
| Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation): |
|  |
| Email Address: |  |
| Daytime Telephone Number: | Alternative Telephone Number: |
|  | Ext. |  |  |
| **Mailing Address** |
| Unit Number: | Street Number: | Street Name: | P.O. Box |
|  |  |  |  |
| City/Town: | Province: | Country: | Postal Code: |
|  |  |  |  |
|  |
| **Party (please check appropriate box)** |
| Applicant |[ ]  Appellant |[ ]  Municipality |[ ]  Other |[ ]
| If filing the request as a representative, please identify your client (party): |
|  |
| **Reasons in support of the request to adjourn:** |
|  |
| If the Tribunal directed you to provide notice of the hearing event, has notice been given? | Yes |[ ]  No |[ ]  N/A |[ ]
| Consent from all parties obtained and attached? | Yes |[ ]  No |[ ]
| If No, please provide details: |
|  |
| Request to Adjourn to: (Month, Year) |  |
| Suggested Dates: (Agreeable to all parties) |  |
| Please return the completed form and any supporting documents to the Tribunal’s Office by email where possible. If unable to supply via email, please provide via mail. |