

## Corporate Services

### Noise Reporting Package

The Town recognizes that noise impacts our quality of life and that is why the Town regulates noises which 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 Noise Report Record Form. Once the completed documents have been received By-law staff will complete a review and notify you as to whether or not a Notice of Violation will be issued. The decision to issue a Notice of Violation is based on a review of the evidence and whether there is 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 a Notice of Violation is issued you are required to monitor and document the noise on a second Noise Record document over a subsequent two week period.

If the situation is not satisfactorily resolved, and upon receipt of the second Noise Reporting Record Form, legal action will be initiated and the property owner and/or person responsible for the noise will be required to attend Court.

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

Please be advised that your name, address and phone number is confidential when the Town of Orangeville receives your complaint. However, if the matter proceeds to Court 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 87 Broadway, Orangeville, ON L9W 1K1 by mail, in person, or email to [bylaw@orangeville.ca](mailto:bylaw@orangeville.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 on the noise reporting process, please contact our office at [bylaw@orangeville.ca](mailto:bylaw@orangeville.ca) or 519-941-0440.



By-law Division  
87 Broadway, Orangeville, ON L9W 1K1  
519-941-0440

## Noise Reporting Witness Form

Date:	
Name:	
Address:	
City/Town:	Postal code:
Telephone number:	Cell number:
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:**

a) Proximity of residence to where noise is emanating from?
b) How long has the noise been a concern?
c) What attempts, if any, have you taken to advise the person making the noise of your concerns and what was the result?
d) Describe how the noise affects your quality of life and what changes have you made to mitigate the effects?



By-law Division  
87 Broadway, Orangeville, ON L9W 1K1  
519-941-0440

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

**Should charges be laid for violations of the Town of Orangeville's Noise By-law, I am prepared to appear in Court as a witness and provide evidence as shown in the Noise Reporting Record Form.**



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 519-941-0440

## Noise Reporting Record Form

Noise Location (Address):
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Please provide the specific times and dates that you are disturbed:

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

Note: Noise for a minimum of a two week period is to be documented on this form. You will be required to record the noise on this form for a further two week period after a Notice of Violation has been issued by the Town. Please have all other witnesses use this form for compiling a record of the noise.

Name (please print):	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 Town's Noise By-law. Questions about the collection of personal information should be directed to the Town Clerk, 87 Broadway, Orangeville, 519-941-0440, [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)