**NOTICE OF HEARING EVENT – AFFIDAVIT OF SERVICE**

OLT Case No:\_

I, of the am a

(full name) (city, town **and** county, region)

 .

(your role, if any, e.g. party, solicitor, representative, officer, member or employee of a party, etc.)

**MAKE OATH AND SAY (or AFFIRM AND SAY) THAT:**

Notice of [written] hearing of this matter, starting on and ending on

(hearing date, day, month, year)

 at \_was given by:

(day, month, year) (place, address)

**Check the correct one(s) and fill in necessary info.**

**1.** Publication in the on .

(name of publication(s) ) (day, month, year)

[ ] A copy of the published notice is enclosed as Attachment # .

**2.** Delivering notice by prepaid registered mail, prepaid courier, email or fax on

to . (day, month, year) (name of person, or if more than 2, refer to a list attached).

[ ] The list of persons to whom such notice was given and is enclosed to this Affidavit as Attachment #

**3.** Posting copies of notice in public places in and around the municipality on to

 . (day, month, year) (Place where notice was posted)

[ ] See the form attached for the names of the places where the notice was posted as Attachment #

**4.** Any other means of service, including personal service, as may have been directed by the OLT. Service of notice of

the hearing in this matter is in accordance with the instructions given by the OLT in its letter dated,

 .

(day, month, year)

Please ensure that notice has been given to: present parties, any appellant, objector and/or person who requested, in writing, that he/she receive notice (as well as any persons within an area defined by the OLT in its instructions for service as being entitled to notice).

**Fill out below if you are the person swearing to this affidavit.**

I, in good faith and in support of have sworn to this affidavit.

(the matter and/or legislation)

Sworn before me in the on .

(city/town and region/municipality/county) (day, month, year)

Signature of Person affirming Affidavit

Commissioner for Taking Affidavits (or as may be)

**(This form is to be signed in front of a lawyer, justice of the peace, notary public or commissioner for taking affidavits.)**