

APPEAL HEARING BRIEF PREPARATION GUIDE

On or before the deadline provided in the Notification of Hearing Letter you must provide **one** copy of your **appeal brief** to the Coordinator of Appeals. The appeal brief is a collection of written materials and evidence provided by the Appellant and Respondent that supports their case.

The Brief

- Provide a written descriptive brief outlining what you are seeking and why.
- In addition, the following is a basic outline of what you may include:

As an Appellant	As a Respondent
<ul style="list-style-type: none"> ■ Timeline of events; ■ Colour photographs of the appeal subject matter (equipment, building, property, etc); ■ Blueprints/ diagrams, if applicable; ■ Proof of ownership or involvement in property, if applicable; and ■ Other evidence that may be relevant to the appeal. 	<ul style="list-style-type: none"> ■ Timeline of events; ■ Referenced material or documents (i.e.: code pages, regulation, standard, etc); ■ Colour photographs of the appeal subject matter (equipment, building, property, etc); ■ Blueprints/ diagrams, if applicable; ■ Inspection report history outlining present and past observations/ violations, if applicable; and ■ Other evidence that may be relevant to the appeal.

- All pages of the appeal brief must be consecutively numbered.
- Kindly include a Table of Contents to identify all of the supporting documents you are providing and the corresponding page number(s). Example:

Table of Contents

	Description	Page(s)
1	Written Descriptive Brief	1-5
2	Inspection Report by x dated y	6-10
3	Photos of the property, taken on y	11-15

Additional Information

- Upon receipt of your brief, the Coordinator of Appeals will produce and distribute copies to the Administrative Tribunal, the opposing party, the Hearing Facilitator, and the Technical Advisor. One copy will be retained by the Safety Codes Council as evidence.
- If you have any presentation equipment needs for the day of the hearing, such as a screen or projector, please advise the Coordinator of Appeals prior to the hearing.
- All information and inquires in matters of the appeal are to be directed to the Coordinator of Appeals at the Safety Codes Council.