



RESPONSE TO APPEAL APPLICATION

This form may be used to file a response to an appeal filed by the other party. Please read the instructions carefully. Mail the completed form and any supporting documents to the address above.

Information About the Summons(es) and Person Completing This Form

If a representative is listed, the Hearings Division will mail the decision on the appeal to the representative at the representative's address. If a representative is not listed, the Hearings Division will mail the decision to the address listed below.

Summons Number(s) (use an extra page if needed):
Name on Summons(es):
Mailing Address:
City, State:
Zip Code:
Telephone Number:
Email Address:
Name of Requestor:
Relationship to Respondent:
Mailing Address:
City, State:
Zip Code:
Telephone Number:
Email Address:

Check box if you agree to receive the decision on the appeal at the email address(es) provided above, rather than by regular mail: []

This Is Why The Decision Is Correct

Write a brief statement with the specific reasons why the decision is correct. Only rely on facts and evidence or arguments that were used at the hearing. The Appeals Unit will not consider new facts, evidence, or arguments to decide the appeal.

[Large area with horizontal lines for writing a statement]

(Attach additional pages if needed)

(TURN OVER. YOU MUST COMPLETE THE NEXT PAGE)

Steps That Must Be Taken In Order To Have the Hearings Division Consider the Response

1) Will this response be received by the Hearings Division by the deadline below?

YES NO

The response must be received within 30 days of the appeal date or 35 days if the appeal was mailed to you. If this response form is not received by the deadline, the appeal will be decided without the response.

Vehicle for Hire and Taxi Cases: If the appeal involves the suspension or revocation of a Taxi and Limousine Commission issued license, the response must be received within 7 days of the appeal date or 12 days if the appeal was mailed to you.

The response must be sent to both the Hearings Division Appeals Unit and the party who appealed the decision. Respondents must complete Steps 2a and 2b below. Enforcement agencies must follow Step 3 below.

RESPONDENTS ONLY – YOU MUST COMPLETE PROOF OF SERVICE BELOW

2a) I am sending a copy of the response to (check the box next to the agency that you are sending the copy of the response to):

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Building Cases: Dept. of Buildings Administrative Enforcement Unit 280 Broadway, 5 th Floor New York, NY 10007 | <input type="checkbox"/> Sanitation, Recycling, Posting & Abandoned Vehicle Cases: Department of Sanitation Bureau of Legal Affairs 125 Worth Street, 7 th Floor New York, NY 10013 | <input type="checkbox"/> Fire Code Cases (including fireworks): FDNY Legal Enforcement Unit Bureau of Legal Affairs 9 Metrotech Center, 4 th Floor Brooklyn, NY 11201 | <input type="checkbox"/> Open Alcohol Container Cases New York City Police Dept. Attn: Legal Bureau 1 Police Plaza, Room 1406 New York, NY 10007 | <input type="checkbox"/> Health Code, Restaurant, Food Vendor, & SRO Cases DOHMH General Counsel 42-09 28th Street, 14 th Floor CN-30 Long Island City, NY 11101-4132 |
| <input type="checkbox"/> Air, Noise, Water, RTK, HazMat & Sewer Cases: DEP General Counsel 59-17 Junction Blvd, 19 th Fl. Flushing, NY 11373-5108 | <input type="checkbox"/> Transportation Code & Newsrack Cases: Dept. of Transportation c/o Asst. Commissioner, HIQA 55 Water Street, 7 th Floor New York, NY 10041 | <input type="checkbox"/> Parks Department, Hudson River Park & Battery Park City Cases: Parks Dept. Counsel's Office The Arsenal, 830 5 th Avenue New York, NY 10065 | <input type="checkbox"/> Public Pay Telephone Cases: DOITT Customer Service Coordinator Public Pay Telephones 75 Park Place, 9th Fl. New York, NY 10007 | <input type="checkbox"/> Finance Cases (including Sheriff's Office): NYC Department of Finance Legal Affairs Division 345 Adams Street, 3rd Floor Brooklyn, NY 11201 |
| <input type="checkbox"/> Markets Cases: Business Integrity Comm., Gen. Counsel 100 Church Street, 20 th Floor New York, NY 10007 | <input type="checkbox"/> Consumer & General Vendor Cases: Dept. of Consumer Affairs, General Counsel 42 Broadway, 8 th Floor New York, NY 10004 | <input type="checkbox"/> Landmarks Cases: Landmarks Preservation Commission Municipal Bldg., 1 Centre St., 9th Fl., North New York, NY 10005 | <input type="checkbox"/> For-Hire Vehicle & Taxi Cases: NYC Taxi & Limousine Commission Falchi Bldg., 31-00 47th Ave. Long Island City, NY 11101 | |

The response will not be considered unless you send a copy of the completed response, including any attachments, to the enforcement agency responsible for the summons(es).

2b) You can prove that you sent a copy of the response to the agency by checking the box next to the enforcement agency in Step 2a above AND completing and signing the statement below.

I [print your name] _____, RESIDING AT [your address] _____

CERTIFY UNDER PENALTY OF PERJURY THAT I AM AUTHORIZED TO SUBMIT THIS RESPONSE, THAT TO THE BEST OF MY KNOWLEDGE ALL INFORMATION I INCLUDED ON THIS FORM AND IN THE ATTACHMENTS, IF ANY, IS TRUE, AND THAT ON [date] _____ I SENT A COPY OF THIS RESPONSE TO THE ENFORCEMENT AGENCY RESPONSIBLE FOR THE SUMMONS(ES) AT ITS ADDRESS LISTED ABOVE BY PLACING IT IN A U.S. POSTAL SERVICE MAILBOX OR BY OTHER MAILING SERVICE.

YOUR SIGNATURE: _____

ENFORCEMENT AGENCIES ONLY

3) Enforcement agencies must attach a separate affirmation indicating service on the respondent.