



Infrastructure

Licence Suspension Appeal Board
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<http://manitoba.ca/lsab>

Board Documentation Requirements

Please read carefully

Your Appeal Application will only be accepted once you have provided satisfactory proof for each of your driving requests. Follow the guidelines below to gather the proof required for each request. An incomplete application will result in processing delays.

Further, you may be required to provide more or better proof for a driving request. The Board will not authorize a second 45-day permit until satisfactory documentation is received. You may choose to revoke a driving request rather than providing new documentation. However, if you revoke a driving request you will be ineligible to make this request at your hearing.

Please Note:

If you do not respond to requests for additional information within 6 months from the date that the Board requests further documentation, your file will be deemed to be abandoned and will be closed.

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DRIVING REQUEST FOR WORK

- You must submit a completed Work Supplemental Information Sheet for each employer. Your application will not be accepted without the completed sheet.

EMPLOYED

- If you are employed by a company you must provide a letter from company which confirms the following:
 - o Your employment with the company
 - o If you are required to drive at work
 - o If you drive a company vehicle or use your personal vehicle at work
 - o The specific days and hours that you work (must state the start and end times of your shifts and which days of the week you are expected to work)
 - o The letter must be signed and be on company letterhead
 - If the company does not have letterhead – then acceptable alternative includes a letter from the company/owner and
 - a copy of your 3 most recent pay statements that have a company name and information on it OR
 - copies of your three most recent pay cheques with the company name

SELF-EMPLOYED:

- If your business is incorporated or has a business name registered under the Business Registration Act:
 - o A copy of your File Summary from the [Manitoba Government Companies Office](#)¹, showing that the business is **Active** and dated within 15 days of the filing date of your Appeal Application to the Board; **and**,
 - o A copy of your company's tax return from the most recent tax year
- If your self-employed and not incorporated and/or do not operate under a registered business name:
 - o a copy of your Statement of Business Activities from the most recent tax year

Note: If your company has been incorporated OR if you have become self employed within the last year then a copy of your GST Registration Confirmation Notice from Canada Revenue Agency which shows the date your GST Number was registered will be accepted in place of the Income Tax Information.

¹ The File Summary is available from the Companies Office in person on the 12th Floor – 405 Broadway or online from the companies office <http://www.companiesoffice.gov.mb.ca/>

PROFESSIONAL EMPLOYMENT

- If you are self employed as a professional and pay an annual fee to your professional association, you are required to provide a confirmation of status from the professional Body (e.g., Law Society, College of Physicians and Surgeons) and a copy of your current licence to practice and:
 - o A letter from the employer/broker confirming your employment in compliance with the guidelines for an employed person – OR –
 - o File Summary from the [Manitoba Government Companies Office](#) – OR –
 - o Statement of Business Activities from the most recent Tax year

FARMER

- If the farm is not incorporated then:
 - o Statement of Farming Activities
- If the farm is incorporated then:
 - o The File Summary from the [Manitoba Government Companies Office](#)
- If employed on the family farm:
 - o If the farm is not incorporated:
 - A letter from family in compliance with the guidelines for an employee letter listed above under “Employed” and,
 - A Copy of the Statement of Farming Activities for the farm
 - o If the farm is incorporated and you are paid as an Employee
 - A letter from the farm in compliance with the guidelines for an employee letter listed above under “Employed”

COMMERCIAL FISHERMAN/TRAPPER/GUIDE

- Licence for the most current year; and,
- Statement of Business Activities for the most current year OR

- A copy of you Status Card if you do not file taxes

RESPITE:

- If paid directly from a family:
 - o A letter from the family indicating the dates and times of employment
 - o A copy of most recent tax return showing self-employment income
- If paid directly from the government or agency:
 - o A letter confirming placement location, dates and times worked

FAMILY MEMBERS WORK:

- Letter from spouse's employer in compliance with the guidelines for an employee letter listed above under "Employed"
- Documentation from MPI confirming that your spouse has no valid driver licence

UNION HALL WORK:

- A letter from the union hall confirming:
 - o You are a member in good standing
 - o Work that is assigned by the union hall

LOOKING FOR WORK:

- The Board will only consider an application where an Appellant is looking for work if the suspension length is greater than two years
- You must provide a detailed and chronological work history with no gaps or explanations for gaps in employment for the last 5 years

DRIVING REQUEST FOR SCHOOL

- University/College/Post Secondary
 - o An official copy of the student detailed schedule; and²
 - o Enrolment Verification Letter
- Elementary/High school
 - o Letter from the school or school division verifying your child's attendance

CHILD CUSTODY/VISITATION

- A copy of the most current and signed Court Order which sets out any specific custody arrangements. If the Court Order does not specify pick up and drop off locations you must also include one of the below:
 - o Separation Agreement, fully executed
 - We only require a copy of the cover page, the "preamble" or beginning section, the custody sections and the signature pages of the agreement
 - o Letter from your lawyer outlining custodial arrangements and specific pick up and drop off arrangements and locations
 - o Letter from your partner outlining custodial arrangement's and specific pick up and drop off locations or requirements

² If you have not registered for your classes yet you may alternatively provide confirmation of when you are able to register for classes. You must then provide a copy of your detailed schedule prior to your hearing date.

DAYCARE

- Letter on company letterhead confirming attendance and hours of operation with the address of the facility

MEDICAL/SPECIALIST APPOINTMENTS

- Your doctor **must** complete the “Medical Supplemental Information Sheet”
- The Board will consider the need to attend ongoing and necessary medical appointments. This does not include having to attend a physician for having a cough, cold or annual physicals.
- It is not necessary for the Doctor to relate what the medical condition is.

AA/NA/CA etc. MEETINGS

- A letter from your sponsor (or group leader if you do not have a sponsor) verifying:
 - o Your attendance
 - o Your date of sobriety
 - o Name of groups attended
 - o Days of the week group is attended

EXTRACURRICULAR

- The Board does not typically consider extracurricular activities to be an exceptional hardship.
- However, the Board may consider a request for extracurricular activities for children if the child has a condition or disability that requires them to participate in an extracurricular activity (e.g., music therapy). In this case you must provide documentation from a medical professional or support worker on company letter head explaining briefly the condition of the child, and why it is necessary to participate in the extracurricular activity.
- You must also then provide confirmation of enrollment and a schedule for the extracurricular activity.

GROCERIES

- Groceries are not typically considered an exceptional hardship unless you reside in a rural and remote location.

ADDITIONAL REQUIREMENTS FOR SUSPENSIONS AND CONVICTIONS FOR ALCOHOL RELATED OFFENCES

- If you have been convicted of an alcohol related offence under the Criminal Code such as driving with a Blood Alcohol Content over 0.08, Impaired Driving, Refusal this additional provision applies
- You must provide a copy of your Manitoba Public Insurance Alcohol (or drug) Approval letter. The letter indicates if you have further reports that are required, when they are required or if no further reports are required. Please remember to provide the Licence Suspension Appeal Board Office with updated copies of the letter prior to the Hearing

Note: if you have just registered for the AFM Program and have not completed you may provide a receipt dated within 3 months of your application. However, prior to your hearing you will be required to provide your most recent Alcohol Reporting letter.

ADDITIONAL REQUIREMENTS FOR SUSPENSIONS LONGER THAN 2 YEARS

- You are required to provide a letter from yourself and support letters from others pOR complete a waiver indicating that you will not be filing letters of support.
 - o Provide a letter from yourself indicating the changes you have made and why you feel it would not be against the public interest for the Board to allow conditional driving privileges at this time.
 - o Provide letters of support from individuals who can attest to the changes you have made such as family members, co-workers, members of the community, probation officers etc. These letters must include the person's full name, signature, telephone number and should also state their relationship to you.
 - o If your offences are alcohol or drug related, your letters of support should focus on your present consumption and/or habits. If you are attending AA or similar meetings, a letter from your sponsor confirming your date of abstinence should be submitted.

RECORDS THAT INCLUDE INCIDENTS WITH BODILY HARM OR FATALITY

- If your suspension is a result of a conviction and/or accident which resulted in bodily harm or a fatality you are required to provide a copy of transcript for the Reasons for Judgement and Reasons for Sentence.
 - o Transcripts can be ordered from [Manitoba Justice – Transcription Services](#)
 - o You must provide an original copy that bears the signature and TSU certification.