

## Cancelling a Violation

### How to cancel a violation

1. Hover over **Violations**, select **Search**
2. Enter the violation being cancelled into the **Search Text** field, then select **Search using only text**. In this case the violation being cancelled is **TT-10063**.
3. Click on the **Ticket Number** of the violation being cancelled

The screenshot displays the 'Violation Search' interface. The search criteria are as follows:

- Search Text: 182-01000
- and / or
- Search By:  Due Date,  Issued Date,  Infraction Date
- Start Date: [Empty field]
- up to and including: [Empty field]
- Outstanding only,  All
- Warning:  Warning only,  Only non-warning,  All

Buttons at the bottom of the search form: **Search using only text** (highlighted), **Search with text and date range**, and **Generate Mailing from Listed**.

Below the search form, it states 'Listing 1 records found.' and shows a table with the following data:

TICKET #	USERNAME	PLATE	PROV	DESCRIPTION	STATUS	AMOUNT
182-01000		BC		1st Offence Warning		\$0.00

Additional details for the ticket: ISSUED: Apr 08 2026, 09:41; INFRACTED: Apr 08 2026, 09:41; DUE: May 08 2026; Private Property; PROCESSED.

4. Click on the **Edit** button

# Violation Information



Ticket: **182-01000-34**  
Issued: Apr 08, 2026 09:41 am  
Infraction Date: Apr 08, 2026 09:41 am  
Uploaded to OPSCOM: Apr 08, 2026 01:41 pm  
Due Date: May 08, 2026 09:41 am  
Ticket Category: Private Property

Plate: T  
Province: British Columbia  
Plate Type: Government  
Offender: **No drivers are associated to this vehicle.**

Offences: 1st Offence Warning \$0.00  
Offence Location: ADA Parking  
Ticket Writer:

Amount: \$0.00  
Total: **\$0.00**  
Comment:

Private Comment:

Attachment:

No file chosen

5. Click on the **Show Appeals Form** link.

## Edit Violation Information

 Spoiled: Valid - not spoiled 

Ticket Number: 182-01000

Warning

Ticket Type: Private Property 

Ticket has not been appealed. [Show Appeals Form](#)

Licence Plate:  T

Province or State : British Columbia

Date Issued: Apr 08, 2026 @ 09:41

Date of Infraction: Apr 08, 2026 @ 09:41

Date Due: May 08, 2026 @ 09:41

Offence Location: ADA Parking 

Towing Charge: \$

Offence: \$0.00 : 1st Offence Warning  \$ 0.00

6. Select **Cancelled** in the **Fine Action** field and enter the reason for the cancellation into the **Appeal Admin Comment** field.

Ticket has not been appealed. Show Appeals Form

Adjustment Reason:

Select an Appeal Reason

Ticket Appealed:

Select an Appeal Format

Fine Action:

Cancelled

Value: \$ 0

(dollar value to subtract from fine)

New Calculation:

\$0.00 - \$0.00 = \$0.00

Appeal Reason:

Supporting Evidence:

*None provided.*

Appeal Admin Comment:

## 7. Click on **Update this Violation**

Ticket Appealed:  Select an Appeal Format ▼

Fine Action: Cancelled ▼ Value: \$ 0  
(dollar value to subtract from fine)

New Calculation:  $\$0.00 - \$0.00 = \$0.00$

Appeal Reason:

Supporting Evidence: *None provided.*

Appeal Admin Comment:

Licence Plate: T

Province or State: British Columbia

Date Issued: Apr 08, 2026 @ 09:41

Date of Infraction: Apr 08, 2026 @ 09:41

Date Due: May 08, 2026 @ 09:41

Offence Location: ADA Parking ▼

Towing Charge: \$

Offence: \$0.00 : 1st Offence Warning ▼ \$ 0.00

Offence:  ▼ \$

[Add Another Offence](#)

Ticket Writer:  ▼

Actioned per:  ▼

Comments:

Private Comments:

Violation Photo(s):

Choose Files No file chosen

[Update this Violation](#)

A pop-up with show a message in the top right of your screen that the "**Violation has been updated.**"



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