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## **Step 1- CHECKLIST**

### **Notice of Appeal (Request for Review) before the Director of Licensing**

**(Referred to as “Licensing Appeal, Step One”)**

IN THE MATTER OF NOTICES ISSUED BY THE DIRECTOR OF LICENSING  
UNDER SECTION 113.3 and 113.5 OF THE ELECTRICITY ACT, 1998

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This Checklist is to be used in conjunction with the Step-by-Step Guide – Licensing. For further information on the guidelines and rules for hearings and filing an appeal, please review the Guidelines for Appeals (FAQs) and the Rules of Procedure for Appeals found on the ESA website.

**Important Notes: The following must be included for appeal to be accepted:** (Please check box as complete)

- This Notice of Appeal Application, with all pages and sections complete and signed, and;
- Your written submission and all supporting documents, and
- Attached is a copy of the Notice (“Notice of Proposal”) being appealed.