



Office use only
Permit Returned
YES / NO
Staff Initials

Section A About the permit

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£

Where payment has been made upfront, refunds are only considered for full unused months' remaining after permit has been handed in for cancellation; an administration charge of £15.00 is applicable in all cases.

[illegible][illegible]

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[illegible]

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How refunds are calculated – Full cost less £15 admin fee ÷ 12 x unused months remaining
If payment was made by card, the refund amount will be credited to the original card,
providing it is still valid; otherwise please complete Section C for Cheque refund

[illegible][illegible]

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Reception staff - Please contact Business Support (Jackie/Dorothy) or Finance (Diane) to check payments; any outstanding amount **MUST** be paid in full before the permit will be cancelled. Direct Debit **MUST NOT be cancelled** until all payments are up-to-date.

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