

Request to cancel a Parking Permit (Personal or Business)

Please complete all relevant sections of this form using BLOCK CAPITALS

Section A About the permit	
Permit number	£
Permit Type	

(For Permits paid monthly – see Section D)

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.

Section B	Section B Person requesting the refund																				
Full																					
Full Address																					]
Postcode		Daytime contact number/ Mobile																			
Email Addres	S																			]	
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																					
Section C Please provide details for refund cheque (Name and Address)																					
Full Name																					
Full Address																					
		-																			
Post Code																					
<ul> <li>Section D For Personal and Business Permits paid monthly by Invoice or Direct Debit - an administration charge of £15.00 is payable in addition to any payment outstanding.</li> <li>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.</li> <li>Direct Debit MUST NOT be cancelled until all payments are up-to-date.</li> </ul>																					
Signed													]	Date	d						

Refund request form v1