

Request to cancel a Parking Permit (Personal or Business)

Office use only Permit Returned YES / NO Staff Initials

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 £18.00 is applicable in all cases. Section B Person requesting the refund																							
	Pers	on re	eque	Sting	tne	reru	na										1						1
Full Address]]
Postcode		Daytime contact number/ Mobile																					
Email Address	S																						
How refunds are calculated – Full cost less £18 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 Section C Please provide details for refund cheque (Name and Address)																							
Section C	rieas	e pro	Ovide	e uei	alis i	OI TE	FIUIT	LITE	que	= (1 V	aiiie	all	u Ac	uure	:33)								
Full Name																							
Full Address																							
																				<u></u>			
Post Code																							
Section D For Personal and Business Permits paid monthly by Invoice or Direct Debit - an administration charge of £18.00 is payable in addition to any payment outstanding. 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.																							
Signed														Date	ed								