

# 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

Full name \_\_\_\_\_

Full address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Daytime contact number/ mobile

\_\_\_\_\_

Email address

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 refund

## Section C Please provide details for refund cheque (name and address)

Full name \_\_\_\_\_

Full address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

## 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 or Finance 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 \_\_\_\_\_

Dated \_\_\_\_\_