

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

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£

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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 Person requesting the refund

Full

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Full Address

Postcode

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Daytime contact number/ Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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Full Address

Post Code

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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.

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

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Dated

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