# Resident/Business Parking Permit Refund Request Form

(**CURRENT ADDRESS DETAILS MUST BE COMPLETED IN CAPITAL LETTERS**)

Name

Address

|  |
| --- |
| POSTCODE: |

Vehicle Registration Number

Permit Number

Reason for Refund

VEHICLE SOLD

MOVED ADDRESS

VEHICLE NO LONGER IN USE

NEW VEHICLE

OTHER please state……………………………

…………………………………………………….

All complete months remaining on your Permit are refundable, provided the permit is returned to the Council. The refund is calculated on a Pro-Rota basis from the date the permit is received in the offices. Please note that the Temporary One Month Permit is non refundable. Amounts of less than £1 will not be refunded. If the permit has been lost, stolen, or destroyed and cannot be returned and you are not providing a police reference number, further checks may need to be carried out. Refunds can only be paid into the permit holder’s bank account or where appointed by an Estate/executor.

A **£11.40 administration fee** will be **deducted** from your refund. Refunds may take up to 14 working days to process.

Account Details: Payee Name………………………………………………………………….

Sort Code \_\_\_\_ /\_\_\_\_/ \_\_\_\_

Account Number \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ (8 digits)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form with the permit to:-

Parking Permits  
Wandsworth Council (Permit Processing)  
PO Box 522  
Twickenham  
TW1 9PL

Signed by Permit Holder: Date: