

Parking Permit Refund Application

H&F Direct, Pay and Park, PO Box 60820, London W6 9UZ

Phone: 020 8753 6681 / Fax: 020 8753 4912 / Web: www.lbhf.gov.uk / Email: parkingpermits@lbhf.gov.uk

Please fill in this form in **BLOCK** capitals.

SECTION 1: Your details

Surname	<input type="text"/>	Title	<input type="text"/>
Forenames in full	<input type="text"/>		
Address	<input type="text"/>		
email	<input type="text"/>	Postcode	<input type="text"/>
Phone (day)	<input type="text"/>	Mobile	<input type="text"/>
Vehicle registration number	<input type="text"/>	Permit no.	<input type="text"/>

SECTION 2: Alternate refund Address

If you want us to send the refund to an address or person different to that above, please say so here

Name of recipient:

Address:

Postcode:

Signature:

Date:

SECTION 3: Reason for refund

Reason you are requesting a refund. If your vehicle or permit has been stolen, please provide the crime reference number:

1. You must return your permit with this form
2. We provide refunds for full calendar months only
3. We will calculate the refund based on the price that you paid for the permit and the number of full calendar months remaining, rounding the amount down to the nearest whole pound
4. Refunds are issued by cheque, usually within 14 working days of the date that we receive your application

SECTION 4: Please sign your application

Signature:

Date:

<u>Office use only</u>	CHQ number
Officer	Date issued
Date of receipt	