

Parking Permit Application for Refund

Please note that If the permit is no longer required the council may arrange a refund for the remaining number of months, **once the original permit is returned to our office**. The refund is calculated from the date the permit is received and will be for any full unused months. It is recommended that you **send the original permit by recorded delivery** post as without this permit we cannot arrange a refund. If for example your permit cost £100 for an annual residents permit and you have three full calendar months remaining, the refund would be calculated as follows $(£100 / 12) \times 3 = £25$.

Name:		Permit Number	
Telephone:		Email address:	

Full Address to which you would like your cheque sent (if paid by cheque). Any payment made by card will be returned back to the card that has been used to pay for the permit.

House Number	
Street Name:	
Town:	
City:	
Postcode:	

In the case of a stolen permit a refund can only be made if the crime reference number, the name of the Police Officer and the name and address of the Police Station where reported can be quoted.

Crime ref No:		Police Officers' Name	
Name of Police Station:		Date Reported:	
Address of Police Station			

Please tick as appropriate:

Do you have any outstanding parking tickets? **Yes** **No**

Permit Type **Residents** **Business** **Other (Please specify)**

Signature of applicant:		Date:	
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Received By:		Date	
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Print Name:	
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Position	
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Please send your completed form together with your original permit to; London Borough of Barnet, Parking Permits, PO Box 49065, London, N11 1UZ

FOR OFFICE USE ONLY

Amount Paid:	£
Amount to be refunded:	£
Date of payment:	
Method of Payment:	
Full name of Payee:	

Reason for Refund (Please tick as appropriate):

Moved out CPZ.	<input type="checkbox"/>
Permit no longer required:	<input type="checkbox"/>
Vehicle Sold:	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

I CONFIRM THAT THE ABOVE INFORMATION HAS BEEN CHECKED AND IS CORRECT:

Officer's Name:	
Officer's Signature	
Date:	
Manger's Name:	
Manager's Signature	
Date:	