



Parking permit refund application form

If you no longer need a permit and it has not yet expired, you may be able to get a partial refund if the value owing is £12 or over which equates to 8 months or over for a £25 permit or 5 months or over for a £40 permit. Partial refunds are not available for motorcycle permits. Refunds for visitor vouchers are not available; please do not buy more than you need. We will work out your refund based on the complete months remaining before the permit expires.

You may either type in your details and print it for signing or print the blank form and complete in blue or black ball point pen. If using a pen please write clearly. When completed signed and dated, post the form with your permit to; The Parking Service, P.O. Box 921, Hemel Hempstead, HP1 1ZP or scan the signed form and permit(s), e-mail as attachments to dacorum.uk@parkindigo.com **Please note:** there is an administration charge. For more information please email dacorum.uk@parkindigo.com

Your permit will be cancelled on receipt of this application.

Your details (All fields are mandatory)

Title

Surname Forename

Daytime telephone number

e-mail

Address that the permit was issued for

Address

Postcode

Your current address if different from above

Address

Postcode

Why are you requesting a refund?
(E.g. moving house, no longer have the vehicle, etc.)

Please provide your bank details

We make all refund payments by bank transfer. Please make sure you give us your daytime telephone number. We will need to phone you to obtain your bank account details to transfer the money into.

DO NOT WRITE THEM ON THIS FORM.

I am applying for a refund for the unexpired period of my parking permit for the reason stated above. My permit is enclosed/a scan or a clear photograph of my permit is attached.

I declare that all the information I have given in this application is correct and I understand that a false statement may render me liable for prosecution.

Signature (hand or typed)

Date

Parking permit refunds policy

We calculate refunds on a pro-rata basis, taking into account the number of full months remaining on the permit before expiry. Refunds are not available for values under £12.00. A small administrative charge is made to cover the costs of printing, stationery, postage and enforcement of the parking scheme.

Once a refund has been authorised, Dacorum Borough Council's Finance Department will arrange the payment. Typically, this will take around two to three weeks to process.

Dacorum Borough Council now makes all refund payments by bank transfer. Please ensure that you have provided your daytime contact telephone number on the application form as a representative of The Parking Service will need to contact you for your bank account details.

For official use only	
Zone/permit no.	
Date received	
Refund due	£
Raised by	
Date raised	
R.P.P Reg.	
Business Reg.	
Permit cancelled by	