



Refund Application

If you require a refund of the remaining period/value on your Permit(s), Season Ticket or Park and Ride card, please: -

- Complete this form and return with **surrendered Permit/Ticket/Card***. You can either send by post to the address at the head of this form, or deliver in person to Parking and Concessionary Travel counter at City Offices, Colebrook Street, Winchester, SO23 9LJ (open 9.00am to 4.00pm, Monday to Friday).
- Please ensure that the details you give are correct and in **block capitals** (where applicable)

** A refund will not be processed if a Permit/Ticket/Card is not surrendered*

Permit/Ticket/Card Number(s):

Type of Permit(s)/Ticket/Card:

Mr/Mrs/Miss/Ms/Other: <i>(please specify):</i>	Forename(s):
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Surname:

Your Address:

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Postcode:	
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Cheque To Be Made Payable To: <i>(if different from above)</i>
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Address To Be Sent To: <i>(if different from above)</i>

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Postcode:	
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Signed:	Date:
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Office use only:

Date Received:

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Item(s) Cancelled by:		Memo: <input type="checkbox"/>
Refund calculation:		
Refund Amount Total:	£	
Date Submitted to Financials:		Authorised By: