



**LOST/STOLEN SEASON TICKET REPORT FORM**  
**(PUBLIC)**

**ADMINISTRATION CHARGE FOR SEASON TICKET DUPLICATION: £10.00**

Please complete this form if you wish to report a lost or stolen Season Ticket and apply for a duplicate ticket. Please ensure that the information is correct and in block capitals. **Please note that the original applicant for the lost or stolen Season Ticket must complete this application. In the case of a Season Ticket issued to a company or other organisation, a suitably authorised member of their personnel may complete the application. We may not issue any duplicate Season Ticket to anyone other than the original Season Ticket applicant unless with their written consent.**

The issue of any duplicate Season Ticket is at the discretion of Winchester City Council.

Season Ticket Details			
<b>Season Ticket Number:</b> <i>(if known)</i>		<b>Expiry Date:</b> <i>(if known)</i>	
<b>Your Name:</b>			
<b>Company/Organisation:</b> <i>(if applicable)</i>			
<b>Your Address:</b>			
		<b>Post Code:</b>	

Details of Loss or Theft <i>(If stolen please supply the incident number and address of the police station where reported)</i>			
<b>Crime Reference number:</b>		<b>Police Station:</b>	

**What we do with your information**

The personal information that you supply in this application form will only be used to enable us to process your application. We will not share your details with any third parties unless the law requires that we do so. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information about how Winchester City Council uses your personal information can be found in our Privacy Policy: [www.winchester.gov.uk/about/privacy-policy](http://www.winchester.gov.uk/about/privacy-policy)

**The Parking Services Reception is open 8:45am – 4:00pm, Monday to Friday. Alternatively, send to Parking Services at: City Offices, Colebrook Street, Winchester, SO23 9LJ.**

Declaration			
I understand that the above Season Ticket has now been rendered invalid, and must be returned to Winchester City Council Parking Services immediately if it is recovered or found. I understand that unauthorised use would be a criminal offence. This statement is true to the best of my knowledge and belief, and I make it knowing that if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.			
<b>Signed:</b>		<b>Date:</b>	

Office Use Only			
<b>Season Ticket Duplicate No.</b>		<b>Issue Date:</b>	
<b>Issued By:</b>		<b>Administration Charge:</b>	YES/NO
<b>T.R NO.</b>			