



# Winchester

## City Council

**Regulatory** | Parking Services & CCTV  
 City Offices  
 Colebrook Street  
 Winchester  
 Hampshire SO23 9LJ  
**Tel** 01962 848 346  
Telephone calls may be recorded

**E-mail:** parkandride@winchester.gov.uk  
**Website:** www.winchester.gov.uk

### LOST/STOLEN PARK AND RIDE SMARTCARD / SEASON TICKET / BUS PASS REPORT FORM

**ADMIN CHARGE FOR DUPLICATION OF PARK AND RIDE SMARTCARD/SEASON TICKET/BUS PASS: £10.00**

Please complete this form if you wish to report a lost or stolen Park and Ride Smartcard, Season Ticket or Bus Pass and apply for a duplicate card as a result of the loss or theft. Please ensure that the information is correct and in block capitals (where applicable). **Please note that the original applicant for the Smartcard/Season Ticket must complete this application. In the case of a Smartcard or 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 Smartcard, Season Ticket or Bus Pass to anyone other than the original applicant unless with their written consent. The issue of any duplicate is at the discretion of Winchester City Council.**

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

**Your Details:**

<b>Your Name:</b>	
<b>Company/Organisation:</b> <i>(if applicable)</i>	
<b>Your Address:</b>	
	<b>Postcode:</b>

**Which Park and Ride product do you require a duplicate for?**

<b>A. Smartcard</b> <input type="checkbox"/> (please complete details below):	<b>B. Season Ticket</b> <input type="checkbox"/> (please complete details below):	<b>C. Bus Pass</b> <input type="checkbox"/> (please complete details below):
<b>Smartcard Number</b> (if known):	<b>If you have lost your Season Ticket, please return the corresponding Bus Pass with this application.</b>	<b>If you have lost your Bus Pass, please return the corresponding Season Ticket with this application.</b>
<b>Smartcard remaining Value</b> (if known):	<b>Season Ticket Number</b> (is the same as on the corresponding Bus Pass):	<b>Bus Pass Number</b> (is the same as on the corresponding Season Ticket):
	<b>Expiry Date:</b>	<b>Expiry Date:</b>

**Please give details of loss or theft:** *(If stolen please supply the incident number and police station address, where reported.)*


<b>Crime Incident Number:</b>		<b>Police Station:</b>	
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**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)

**Declaration:**

I understand that the Season Ticket/Bus Pass/Smartcard above has now been rendered invalid, and must be returned to Winchester City Council 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>	
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<b>Office Use Only:</b>	<b>Amount Paid:</b>	<b>TRN:</b>
	<b>Issue Date:</b>	<b>Issued By:</b>

<b>Card No Confirmed:</b>	<b>Ticket No confirmed:</b>	<b>Pass No confirmed:</b>
<b>Value Confirmed:</b>	<b>Pass Returned:</b> <input type="checkbox"/>	<b>Ticket Returned:</b> <input type="checkbox"/>
<b>Lost Card Hotlisted:</b> <input type="checkbox"/>	<b>New Ticket No:</b>	<b>New Ticket No:</b>
<b>New Card No:</b>		