**For official use only**

£

Zone/Permit No Refund due

Date received Raised by

Date raised

A holder of a parking permit may apply for a refund if he/she ceases to be a resident, qualifying business or disposes of the vehicle for which the permit was issued. The amount of the refund will be calculated according to the complete months remaining before expiry of the permit. Upon receipt of this application, the permit will be cancelled.

This application should be sent to The Parking Office, East Herts Council, Wallfields, Pegs Lane, Hertford SG13 8EQ. Tel: 01279 655261. Email: [parking@eastherts.gov.uk](mailto:parking@eastherts.gov.uk). No refund will be given if the permit is not surrendered or if less than one month remains before expiry date.

**OFFICIAL USE ONLY  
R.P.P. Reg.**

Mr/Mrs/Miss/Ms

Surname

Forename

**Business Reg.**

Address  
*(for where the permit  
was originally issued)*

\*Bank Details:  
Account No

Sort Code

Account Name

*\*If a cheque is preferred,  
please state address where  
it should be sent*

Please state reason for  
requesting a refund  
*(eg moving house; no  
longer have vehicle)*

I hereby apply for a refund for the unexpired period of my Parking Permit for the reason stated above.

Signature Date

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate. It will be used for administering Council functions/services and may be shared in confidence with those organisations helping East Herts Council to provide such functions/services.

*\*This authority is under a duty to protect the public funds it administers, and will use the information you have provided for the prevention and detection of fraud.  
The Council shares information with insurance companies and bodies responsible for auditing or administering public funds\**