

The Royal Borough of Kensington and Chelsea

# Application for a resident parking permit refund

Customer Service Centre, Residents Parking,  
The Town Hall, Hornton Street, London W8 7NX  
Telephone: 020 7361 4381



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

A refund is provided for every unused day on your permit, starting from the day it is received by us. The refund is worked out by dividing the price of the permit by the number of days it covered when it was new. This average daily figure is then multiplied by the number of unused days on your permit. There is a £11 administration charge for processing refunds. This amount will be deducted from the amount refunded.

## PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

Permit holder's name:

Permit holder's address:

Postcode:

Current permit number:

Vehicle registration:

Why do you want a refund for the permit? (For example, sold car, moved out of the borough and so on)

Make cheque payable to:

Post cheque to this address:

Please allow 28 days for the refund to reach you)

Please attach the resident parking permit here or if stolen, please provide:

Date of theft:

Crime reference number:

Police Station reported to:

**Credit/debit card** refunds will be sent directly to the account.

For confirmation of the credit card refund, please provide your email address:

Your signature:

Date:

Please post this form back to the address at the top of the page.