

# Application for a Residents' Parking Permit refund

We refund any unused time starting from the next working day we are notified that the permit is no longer required. A £12 administration fee will be deducted from your refund.  
No refund applies if the amount remaining is £12 or less.

Please write clearly in BLOCK CAPITALS in black ink.  
Please sign and date this form.

Permit number:

Vehicle registration:

## Personal Information

Title (Mr, Mrs, Miss, Ms, Other):

First Name:  Surname:

Address:

Postcode:

Tel no:  Email:

## Payment Information

If you paid for your permit by credit or debit card and the card is still valid, any money due will be returned to the card used to purchase the permit.

If the card is not valid, we will make contact with you. Please allow 28 days for the refund to reach you.

## Stolen Vehicle

If your vehicle was stolen, please provide:

Date of theft:

Crime reference number:

Police station you reported it to:

**Please send this form to:** Customer Service Department at  
Kensington Town Hall Hornton Street, London W8 7NX

Signature ..... Date: .....



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA