

# Application for a Residents' Parking Permit refund



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

We will refund every unused day on your permit, starting from the day we receive this form and your permit.

We will deduct an £26 administration charge from your refund.

Please write clearly in BLOCK CAPITALS in black ink. Please sign and date this form and enclose your parking permit or provide details of permit theft.

Permit number:

Vehicle registration:

## Personal Information

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

Address:

First name:

Surname:

Telephone no:

Postcode:

Email:

## Payment Information

If you paid for your permit by credit or debit card we will try to securely refund directly to your account. However, in some cases this may not be possible so it is important that you fill in details for refund by cheque as well. If you renewed your permit online more than three months ago we will refund you by cheque.

Make cheque payable to:

Post cheque to this address:

Please allow 28 days for the refund to reach you

## Stolen Permits

**YOU MUST ENCLOSE YOUR RESIDENTS' PARKING PERMIT OR PROVIDE DETAILS OF PERMIT THEFT.**

If your permit was stolen, please provide:

Date of theft:

Crime reference number:

Police station you reported it to:

**Please send your permit and this form to:**

Customer Service Department at Kensington Town Hall  
Hornton Street, London  
W8 7NX

Signature:

Date: