**Parking Permit Refund Application Form**

To apply for a refund, please complete and return this form together with your permit to:

|  |  |
| --- | --- |
| **FOR OFFICIAL USE ONLY** | |
| **Permit No.** |  |
| **Amount Refunded** |  |
| **Date** |  |
| **Cheque/Cash/BACS** |  |
| **Prepared by** |  |
| **Signed by** |  |

Residents’ Parking Section

The City of Edinburgh Council

The Customer Hub

249 The High Street

Edinburgh

EH1 1JY

Please note that you may surrender your parking permit to the Council at any time. The number of unexpired days depends on the **date of surrender of the permit** and not the date on which you stopped using it. You will receive a refund for each full calendar day remaining on the permit less a £10.00 administration charge.

**To be Completed by the Applicant (in BLOCK letters)**

1. (a) Surname ….…….…………………………………………………………

(b) Forename(s) (in full) ……………….………………………………………….………………

(c) Address and postcode for which permit was obtained:

...................................................................

………………………………………………..

………………………………………………..

Postcode………...…………………….........

(d) Please complete the following details if the refund is to be paid into your bank account:

Bank Account Number …………………….

Sort Code …………………….

(e) Address and Postcode to which cheque should be sent (if different from above):

...................................................................

………………………………………………..

………………………………………………..

Postcode………...…………………….........

1. I hereby apply for a refund in respect of:

Permit No………………….... Date of Expiry………………..

\*which was surrendered on (date)...............................................

\*is enclosed

(\*delete as applicable)

Signature of applicant ……………………………….. Date……………………………………

The information collected on this form will be used by the Council to process your parking permit refund applicationbecause the Council has an obligation under the law to maintain and manage roads in Edinburgh.

We process under Condition 6(1)(e) “Processing is necessary for the exercise of official authority vested in the data controller.” In the case of exempt permits, sensitive personal information about your health is processed under Condition 9(2)(b) “Processing is necessary for the purposes of carrying out obligations and exercising specific rights of the data controller in the field of social protection law” of the General Data Protection Regulations (GDPR).

Further information about how we will use, store and dispose of your data and about your rights under data protection legislation can be accessed on our website at [www.edinburgh.gov.uk/parkingpermits](http://www.edinburgh.gov.uk/parkingpermits) or can be made available on request.



You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 18-4141. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3423.