

Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

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City of Perth

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Instructions: Please print clearly using **black pen and BLOCK LETTERS** in the spaces provided.

Cash refunds are available at the Customer Service desk of Council House building **up to \$50.00**. Refunds **above \$50.00** will be issued by cheque & posted to the address below. Please note cheques are processed on a fortnightly basis. **Refunds cannot be processed at car parks.**

1. CUSTOMER DETAILS

Surname:	<input style="width: 95%;" type="text"/>	First Name:	<input style="width: 95%;" type="text"/>
Company:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Phone:	<input style="width: 40%;" type="text"/>	Postcode:	<input style="width: 20%;" type="text"/>
P/Card No:	<input style="width: 100%;" type="text"/>		
E-mail:	<input style="width: 100%;" type="text"/>		
Reason for cancellation:	<input style="width: 100%; height: 20px;" type="text"/>		
Signature:	<input style="width: 40%;" type="text"/>	Date:	<input style="width: 20%;" type="text"/>

INTERNAL USE (CUSTOMER SERVICE)

Current Balance	\$	Less 5% to be retained (parking cards only)	\$
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Refund type: Cash Cheque

Refund amount (less deposit)	\$	Deposit Refunded	\$	Refund type:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
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Car Park (if applicable):

Officer's Name:

Signature: Date:

INTERNAL USE (OSP OFFICE)

Refund Type	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Issued by:	<input style="width: 95%;" type="text"/>	Date processed: <input style="width: 20%;" type="text"/>
Cheque #:	<input style="width: 40%;" type="text"/>	Date posted: <input style="width: 20%;" type="text"/>
Original: Finance	Blue: Off Street Parking	Green: Customer Copy
		Pink: Customer Service / Car Park