

REQUEST FOR REFUND OF CASH LOST IN A CAR PARK PAY MACHINE

In order for your request for a refund to be processed please:

1. **Complete** the form giving all details requested.
2. **Return** the completed form (together with the pay & display ticket actually purchased if your claim relates to Heathside Crescent car park) , to Parking Services, Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL

Date and Time of Incident:		
Car park:		
Level:		
Machine Number (or exact location):		
Please fully explain the reasons for the claim:		
Amount claimed:		
Name: Mr/Mrs/Ms		
Address:		
Telephone Number (in case of query):		
Signature:		
Date:		