

Cancellation Request Form

Car Parking Permits

Passenger Name

Permit No - HOV/

Length of Permit (e.g 3 Months)

Expiry Date

Reason for Cancellation:

Contact Telephone
number (daytime)

Email Address

Passenger Signature

Date

DD

/ MM

/ YYYY

Terms and Conditions

The following cancellation procedures and charges will apply depending on the product / ticket you have purchased with Hovertravel:

- Should you wish to cancel your car park season ticket, you must surrender your permit no later than one month before the expiry date to qualify for your cancellation refund along with your completed car park cancellation application form.
- The remaining full calendar months will be refunded. Less a £10 admin fee.
- Permits must be surrendered along with the completed car park cancellation application.
- The date that the permit is surrendered along with the application is the date that the refund calculation will start from.
- Any permits with an expiry date less than one calendar month will not qualify for a refund.
- Please allow up to 28 days for your refund to be calculated and processed with the Accounts team.
- Portsmouth City Council terms & conditions apply

All Car parking permit cancellations will only be considered whilst the permit is valid and no refunds will be considered once the permit has expired.

FOR HOVERTRAVEL TICKET OFFICE USE ONLY:

Date Received

DD

/

MM

/

YYYY

Card Attached?

YES

NO