



If you need help lodging your form, contact us	
Email	parkingoperations@northernbeaches.nsw.gov.au
Phone	1300 434 434
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095
	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103
	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4039
TRIM Ref	C002187
Last Updated	June 2021
Business Unit	Transport & Civil Infrastructure

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Contact Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First Name			
Last Name			
Address			
Post Code			
Phone		Mobile	
Email			

Part 2: Reason for Refund

Detailed Reason for Refund

Part 3: Transaction Details

You must provide details of each transaction made																																																											
Date of Transaction(s)																																																											
Time of Transaction(s)																																																											
Machine Number and/or Machine Location Name																																																											
Carpark Name																																																											
Vehicle registration																																																											
Method of Payment (Please tick)	Amounts																																																										
Coin (staple tickets to form)	\$																																																										
Credit Card (provide numbers below)	\$																																																										
Other (e.g. Applepay, phone or watch)	\$																																																										
Credit Card Details - You must provide the first 6 digits and last 4 digits of EVERY card number used.																																																											
Credit Card 1	<table border="1"> <tr> <td>Visa</td> <td>Mastercard</td> <td>American Express</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Visa	Mastercard	American Express																																				X	X	X	X	X	X														
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Credit Card 3	<table border="1"> <tr> <td>Visa</td> <td>Mastercard</td> <td>American Express</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Visa	Mastercard	American Express																																				X	X	X	X	X	X														
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Part 4: Bank Details

If your request for refund is successful, the amount will be refunded as follows:	
<ul style="list-style-type: none"> • Credit card payment - refunded direct to the above mentioned credit card • Coin payment - deposited into the bank account nominated below 	
Bank Name	
BSB	
Account Number	
Account Name	

Office Use Only			
Customer Request Number		Approved by	
Refund Amount Due	\$	Signature	
Refund Processed By		Signature	
Date Processed			