



Refund request

What you need to do

Before you start!

The fast and easy way to apply is online via

eservices.portphillip.vic.gov.au

Otherwise complete this form to apply in person.



Check your eligibility

To be eligible for a refund request you must attach your permit.



Submit the application

Submit your application at any **Port Phillip town hall** or via email at ppa@portphillip.vic.gov.au



Receive your refund

If your application is successful your refund will be mailed within 10 working days.

Read before starting

Previous permit

To allow this application to be processed, permits issued to the previous address must be returned.

Yes

No. Please provide reason if permit cannot be returned:

1 Declaration

I confirm that I will adhere to the terms and conditions specified in Council's parking permit policy.

I have checked that this application is made at least six months before my permit expiry date.

2 Your details

First name

Last name

Permit number

Permit expiry date

Best phone number to contact you on

email

Best residential or postal address

3 Reason for requesting refund

- The vehicle has been sold or disposed of
- The permit holder is no longer living in the City of Port Phillip
- An error was made on the original application

 Other

For further information or a large print version

 ASSIST 03 9209 6777

 portphillip.vic.gov.au/council-services/parking-in-port-phillip

Privacy policy

The personal information requested on this form is being collected by Port Phillip City Council to assist in the assessment of your refund request application. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to VicRoads and Victoria Police. If this information is not collected, Council will be unable to process your application. The applicant understands that the personal information provided is for the assessment of the application and that he or she may apply to Council for access to and / or amendment of the information. Requests for access and / or amendment should be made to Council's Governance department.