

Request for Refund Parking Fee

If you need help lodging your form, contact us				Office use only	
Email	parkingoperations@northernbeaches.nsw.gov.au			Form ID	4039
Phone	1300 434 434			TRIM Ref.	2017/323543
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	Last updated	August 2026
				Business unit	Transport and Civil Infrastructure
				Application no.	

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: Applicant details

Title	Mr ☐ Mrs ☐ Ms ☐ Other:		
First name			
Last name			
Company name <i>(attached business card if relevant)</i>			
Address		Postcode	
Phone		Mobile	
Unit number		Lot number	
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)	Amount/s																		
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	Visa ☐ Mastercard ☐ American Express ☐	<table><tr><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></tr></table>								X	X	X	X	X	X				
							X	X	X	X	X	X							
Credit card 2	Visa ☐ Mastercard ☐ American Express ☐	<table><tr><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></tr></table>								X	X	X	X	X	X				
							X	X	X	X	X	X							
If you paid using your mobile device (Apple Pay or Google Wallet), please note most banks assign a virtual card number when you add a card to Wallet which differs from your physical card. Please provide the last 4 digits of your Apple Pay or Google Wallet card, available on the card number/details screen in your Wallet app.																			
Digital card	Visa ☐ Mastercard ☐ American Express ☐	<table><tr><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></tr></table>								X	X	X	X	X	X				
							X	X	X	X	X	X							

Part 4: Bank details (cash payments only)

☐ Please send me the forms required for bank transfer (for payments made by cash or debtor accounts only).
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Office use only			
Customer request number		Approved by	
Refund amount due	\$	Signature	
Refund processed by		Signature	
Date processed			