



REQUEST FOR REFUND OF CAR PARK LOST TICKET FEE PAID

Name:

Postal address or Bank account details:

.....

Phone:

Reason Lost Ticket Fee Option was selected:

Lost Ticket

No Ticket

Problems at Pay Station

Other, please specify

Please include an explanation detailing the circumstances supporting your request that we investigate the circumstances and your request for a refund of the difference between the \$200.00 Lost Ticket Fee and the recalculated car parking fee minus \$35.00 admin fee:

.....
.....
.....

Please note: If you have lost your car park ticket, it is at the discretion of the Shire of Roebourne and Karratha Airport to waive the \$200.00 lost ticket entry fee and to charge an estimate fee for car parking minus \$35.00 admin fee for the cost of investigating your claim. We will endeavour to verify your entry and exit details using the information and evidence you provide and our CCTV and data records.

DATE OF ENTRY:...../...../..... TIME OF ENTRY: AM / PM

DATE OF EXIT:/...../..... TIME OF EXIT: AM / PM

Approx. Duration at Airport:

Please attach verifiable evidence

- Of your stated estimated stay in the Car Park:
Copy of Boarding Pass – Yes / No
Travel Itinerary – Yes / No
Other, please specify:
- Evidence of payment of Lost Entry Fee:
Copy of Receipt Attached - Yes / No
If paid by Credit Card we will be able to confirm payment from the Credit Card Transaction Logs.
Card No.: First 6 digits: Last 4 digits: Expiry: /

Signed by:..... Dated: