

# Local planning authority Refund Form



The purpose of this form is to facilitate refunds for planning application payments. Please complete the form and send to [refunds@planningportal.co.uk](mailto:refunds@planningportal.co.uk)

Refunds should be made by BACS transfer using the following details:

|                |  |
|----------------|--|
| Account Name   | PortalPlanQuest Ltd  |
| Address        | FTS Team<br>TerraQuest Solutions Office<br>Floor 7<br>Quayside Tower<br>Broad Street<br>Birmingham<br>B1 2HF |
| Account Number | 31076744   |
| Sort Code      | 40-11-60   |
| Bank Name      | HSBC   |
| Bank Address   | City-of-London<br>60 Queen Victoria Street<br>London<br>EC4N 4TR   |

When making a refund, please use the application reference and version as the remittance reference/advice. For example; PP-00000001v1.

The Planning Portal service charge will not be refunded to applicant/agent.

| Payment Details                               |                          |
|---|--------------------------|
| LPA Name                                      |                          |
| Planning Portal application reference number: | <i>Eg. PP-00000001v1</i> |
| Reason for refund:                            |                          |
| Refund amount (excluding any service charge): |                          |
| Application fee amount paid:                  |                          |
| Applicant name:                               |                          |
| Has the applicant/agent been informed?        |                          |
| Date refund made to the Planning Portal:      |                          |

All information provided is handled in accordance with the provisions of the General Data Protection Regulations 2018 and no information will be shared with any other party without consent.

Please ensure that the information you submit is accurate and correct. Do not include personal information about third parties unless you have told the individual concerned and they consent to it being supplied.