

# Application for Cancellation OR Change of Details to Leased Carpark Agreement



I presently lease a parking space in the Hastings District Council off-street carpark at:

.....  
(Carpark Name) ..... (Carpark Number)

## **Current Details**

Full Name of Individual or Firm: ..... Debtor Number: .....

I/we wish to cancel our leased carpark as of the .....

The Vehicle ID card/s must be returned in order for the cancellation to be effective.

**Please note** that one months notice is required when terminating a leased carpark agreement

## **New Details**

I wish to change the following details:

Full Name of Individual or Firm: .....

Address: .....

Telephone: Daytime ..... Evening .....

Mailing Address (if different from above): .....

Vehicle Registration/s ..... Make & Colour of Vehicle: .....

.....

Note: A Vehicle ID Card must be displayed at all times. New card required?  Yes  No

## **Change of Account Holder Details** (for invoicing purposes)

Full Name of Individual or Firm: .....

Account to be issued to: .....

Mailing Address: .....  
(If different from above)

**Signature/s** ..... **Date:** .....

**Office Use Only - Please forward this completed application to : Business Support, 2<sup>nd</sup> Floor, HDC Building**

Details amended: ..... Accounts Receivable Notified: .....

New Card Issued: ..... New Carpark No. .... Trim Ref: .....  
(If different from above)

Signature (once actioned): .....