**Streetworks deposit refund request form**

The Council will return licence deposits by BACs (Bank Automated Clearing System).

**Please type your details below and return to the Streetworks team.**

One form must be completed for each licence.

The refund process can take up to 3 weeks from receipt of this completed form.

Handwritten forms **will not** be accepted.

**The deposit shall only be returned to the original payee.** If this isn’t the licence holder, written confirmation must accompany this form from the payee confirming the deposit may be returned to the account detailed below. Refunds must be claimed within 6 years of completion of the works.

Please complete the fields marked with an asterisk **\***.

|  |  |  |  |
| --- | --- | --- | --- |
| **Licence No.**  | **\*** | **Deposit amount** | **\*** |
| **Site address****(Must match address on licence issued)** | **\*** |
| **Bank Name & Branch** | **\*** |
| **Bank Account Number** | **\*** | **Sort Code** | **\*** |
| **Name exactly as it appears on your bank account** | **\*** |
| **Address that the bank account is linked to****(Billing Address)** | **\*** |
| **\*** |
| **Post Code** | **\*** |
| **Email address for remittance** | **\*** |
| **Telephone No.** | **\*** |
| **E signature** | **\*** |
| **Print Name** **Date**  | **\*****\*** |

**Please ensure the structure is removed before submitting this form. Upon inspection, if the structure is still on site, inspection fee will be deducted from deposit.**

Please return to: Streetworks@islington.gov.uk