



Request for Refund of Lost Ticket Fee

This form is to be used if you have been charged the \$200 Lost Ticket Fee at Broome International Airport and would like to claim a part refund. Please return this form and supporting documentation to admin@broomeair.com.au

Applications must be received within a week losing your ticket and please allow up to 14 days for your request to be processed.

PERSONAL DETAILS
Name: _____
Phone Number: _____
Email Address: _____
VEHICLE DETAILS
Vehicle Registration Number: _____
Vehicle Make: _____
Vehicle Model: _____
Vehicle Colour: _____
PARKING DETAILS
Date & Time of Entry: _____
Date & Time of Payment: _____
Date & Time of Exit: _____
Card Number used for Payment (last 4 digits): _____
Method Payment: <input type="checkbox"/> Pay Station (in carpark) <input type="checkbox"/> Pay Station (at exit boom gate)
Calculated Parking Cost: \$ _____



DOCUMENTATION

Documentation is required to support your application, please ensure it is attached.

- Receipt Ticket Other
- Bank Statement/ transaction listing (showing \$200 lost ticket charge)

DECLARATION

I agree to an administration fee of \$40 being deducted from my refund. All decisions made by the airport authority in relation to this application are final. If your request for a refund is approved you will be contacted via phone for your refund to be processed by Debit/Credit card over the phone.

Signature: _____

Date: _____

Additional Comments: _____

OFFICE USE ONLY

Received: _____ Date _____ Initial _____

CCTV Reviewed: _____ Date _____ Initial _____

Refund Approved or Declined: _____ Date _____ Initial _____

Payment Processed: _____ Date _____ Initial _____