



**Cayman Islands Government  
DEPARTMENT OF PLANNING**

P.O. BOX 113, GRAND CAYMAN KY1-9000, Cayman Islands  
Tel: (345) 244-6501 – Email: info@planning.gov.ky

**REQUEST FOR REFUND**

**Applicant Name:** \_\_\_\_\_  
(MUST MATCH NAME ON RECEIPT):

**Mailing Address:** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project/Permit #:** \_\_\_\_\_ **Block & Parcel:** \_\_\_\_\_ **Receipt#** \_\_\_\_\_

**Reason for Refund:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Value Requested \$** \_\_\_\_\_

**Preferred Method of Refund Delivery:** Registered Mail \_\_\_\_\_ **Collect at Planning Front Counter:** \_\_\_\_\_

**Submit the following information with your application:**

1. Copy of the Receipt(s)
2. Copy of Driver's License
3. Copy of Trade and Business License if receipt is issued to a business name

**Refund Information:**

1. Checks will be written to the name provided on the receipt
2. As per Part V of Schedule 1 of the Development and Planning Regulations (2018 Revision), the rate of refund will be granted at either:
  - (a) Fifty per cent of the fee payable; or (b) \$50, whichever is greater
3. Per Section 4 of Schedule 2, the fifty percent permit fee is non-refundable

\_\_\_\_\_ I certify that:

- I am the permit/project applicant or the permit/project applicant's authorized agent
- I have read this form and state all information is correct

**Applicant's signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICIAL USE ONLY**

**Permit/Project Fee:** \_\_\_\_\_

**Refund Amount:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_