



Regulatory Training Services
Community Safety & Regulatory Services
Invicta House
County Hall
Maidstone
Kent ME14 1XX
Tel: 01622 221969
Fax: 01622 221013
Email: rts.training@kent.gov.uk



TRAINING COURSE BOOKING FORM

Course Details:

Course Title:

Course Number:

Date(s) of course:

Preferred date (1)

Preferred date (2)

Preferred date (3)

Venue of Course:

Residential / Non-residential (if more than one day course on consecutive days):

If you do not require any overnight accommodation which is a standard part of the residential course please indicate:

Delegate Details:

Title:

First Name:

Surname:

Job Title:

Name of Authority / Organisation:

Department:

Office Address:

Email:

Telephone Number:

Mobile Number:

Any special requirements (eg diet, disability):

Contact Details:

Name and address of person to whom joining instructions should be sent (if different to above):

Email of contact:

Telephone Number:

Authorisation Details: *(I have read and understood the Terms and Conditions below)*

Signature of Delegate:

Dated:

Signature of Line Manager:

Dated:

Print Name:

Job Title:

Invoice Details: *(You will be invoiced and payment will be required in advance of the training taking place)*

Fee: (Excluding VAT)

Purchase / Order number: *(Please advise us if your authority do not issue PO numbers)*

Name and address of person to whom invoice should be sent:

Return Instructions:

Please return this form to rts.training@kent.gov.uk * or post to Regulatory Training Services Administration, Kent County Council, Invicta House, County Hall, Maidstone, Kent ME14 1XX. Confirmation of your booking will be sent to you. If you have any concerns over the administration process of this course please contact Susana Parra on 01622 221007.

*** We can only accept forms emailed to us if they are sent by the candidates Line Manager.**

Terms and Conditions

1. Course Documentation is distributed at the time of the event.
2. The RTS (KCC) reserves the right to vary or cancel a course where the occasion necessitates (eg due to insufficient bookings).
3. The RTS (KCC) accepts no liability if, for whatever reason the course does not take place
4. The RTS (KCC) will refund any monies paid when a course is cancelled.
5. Prices may be subject to change.
6. Cancellation:
 - a) If you cancel more than 28 days before the date of the event no fee is payable (fees already paid will be refunded upon request).
 - b) If you cancel within 28 days of the event but no less than 10 days before the event and do not nominate a substitute then 50% of the fee is payable.
 - c) If you cancel less than 10 days before the course you will incur the full cost of the course.
7. Requests from delegates to transfer to another date or event which must be of the same or higher value, will incur an administration charge of 25 pounds (+VAT) for the transfer.
8. This booking form constitutes a legally binding contract. The delegate and Employer are jointly and severally liable for payment of all the fees due to KCC.