



**Regulatory Training Services**  
Kent County Council  
Invicta House  
County Hall  
Maidstone  
Kent ME14 1XX  
Tel: 01622 221969  
Fax: 01622 221013  
Email: [ts.training@kent.gov.uk](mailto:ts.training@kent.gov.uk)



## REGISTRATION TRAINING COURSE BOOKING FORM

### Course Details:

Course Title:

Date(s) of course:

Venue of Course:

Residential (more than one consecutive training day)

Non-residential (one day training course)

If residential please specify dates you require to stay:

Where did you see the course advertised?

### 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 [registration.training@kent.gov.uk](mailto:registration.training@kent.gov.uk) \* or post to Registration Training Team, Community Safety & Regulatory Services, Kent County Council, 1<sup>st</sup> Floor, Invicta House, County Hall, Maidstone, Kent ME14 1XX. Confirmation of your booking will be sent to you by email. 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 material is distributed at the time of the event.
2. The Registration Training Team (KCC) reserves the right to vary or cancel a course where the occasion necessitates (eg due to insufficient booking numbers).
3. The Registration Training Team (KCC) accepts no liability if, for whatever reason the course does not take place.
4. The Registration Training Team (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 prior to 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 prior to the course you can nominate a substitute or you will incur the full cost of the course.
7. Requests from delegates to transfer to another date or event will incur an administration charge of 25 pounds (+VAT) and must be made at least 14 days prior to the course.
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.