



**Training Booking Form**

**Company Details**

Title:	Last Name:	First Name:
Company:		
Address:		
Telephone:		
Fax:		
Website:		
Company Registration Number:		
Please confirm if this is address to send licences:		

**Participants Details/Site Contact**

First Name:	Last name:
Telephone:	
Email:	
Has on-site check list been completed:	
If training is on site please confirm that the Machine/Scaffolds are being supplied. The model being used and for the MEWP the current test certificates are available:	

**Course Details**

If you are unsure of the categories please contact us to discuss.

Course Type:	
Preferred/Agreed Dates:	Start Time:
IPAF Categories required: 3a (Mobile Vertical), 3b (Mobile boom), 1a (Static Vertical), 1b (Static Boom)	
If known please indicate machine model: If 1b please ensure you indicate the model of machine:	
Number of Delegates:	
Delegate Names:	
Beginners course or renewal: (if renewal delegate must provide log book)	
Special Requirements:	





\*\*\*PLEASE ENSURE YOU READ\*\*\*

**Booking Conditions and Information**

**Payment**

Payment is due prior to attendance on the course. Invoices will be sent out in advance once a confirmed booking is received. It is possible to pay using credit/debit card, by cheque made payable to AJ Access Platforms Ltd and via BACS. If purchase orders are required to make payment, this must be received with the booking form.

**Cancellations**

Cancellations received on the day will incur the full fee. If a cancellation is received within 48 hours prior the booking, 50% of the fee will be refunded.

**Confirmation of Booking**

Provisional bookings are held for 5 working days. In this time we must receive a completed booking form, if the completed booking form is not received in this time your place may be released. An email of confirmation will be sent out within 48 hours of receiving the completed booking form. Participants should bring this on the day.

**Special requirements**

Please contact us to discuss any particular needs you have. Please note that all attendees must be physically fit and mentally capable.

**On Site Training**

We will require the completed on site check list returned via email or faxed to 01291 423 326. Please ensure we are aware of any on site requirements such as inductions. That we have the contact details of an on-site representative and that we have been informed of the machine model. Please ensure the following are available: Classroom facilities suitable for the number of participants, Safe area in which to operate equipment, Current test certificates for equipment used. OUR INSTRUCTOR MUST SEE THE TEST CERTIFICATES

**Equipment required**

Delegates must bring with them P.P.E: hard Hat, Safety footwear, safety gloves, safety glasses, wet weather gear; harnesses (can be purchased from our instructors at a discounted rate)

If delegates do not bring the required P.P.E they may be turned away from the course.

**Course Times**

Unless otherwise agreed the delegates must arrive for 8.15 am ready to start at 8.30. **If delegates are held up please contact us on 01291 634 11 and where possible we will wait for delegates to arrive. Please note that if the course is fully booked the instructor may not be able to hold the course, under these circumstances the course may have to be rescheduled.**

**Date Protection**

AJ Access Platforms Ltd keeps any personal information you supply for the purpose for which you have provided it. It is not passed to other organisations except IPAF to complete the registration.

I agree to abide by the booking conditions above

Signature:

Date:

**ACCOUNTS USE ONLY**