

## Driver CPC Course Booking Form for Multiple Delegates at Client's Premises

16 Eliot Drive  
 St Germans  
 Saltash  
 Cornwall  
 PL12 5NL

t: 01752 846600

e: drivercpc@trssl.co.uk

w: www.trssl.co.uk

### Course Information

Course Name:	
Preferred Course Date:	

### Organisation

Name of Organisation:	
Address:	
Post Code:	
Contact Name:	
Phone Number:	
Email Address:	
Purchase Order No. (if required):	

Please return the completed Booking Form to:  
 drivercpc@trssl.co.uk

or

by post to:  
 The Road Safety Solution Ltd  
 Driver CPC Booking Dept.  
 16 Eliot Drive  
 St. Germans  
 Saltash  
 PL12 5NL

### Payment Details

Payment made – Cheque No.	
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### Terms & Conditions

I have read & agree to the Terms & Conditions of Business	
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Please tick

Print Name:	
Signature:	



**The Road Safety Solution Ltd.**

Registered Office: Torrington Chambers  
 58 North Road East  
 Plymouth PL4 6AJ

Company registration no. 577881

VAT registration no. 88 6139 973

## Delegate Details

1.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

2.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

3.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

4.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

5.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

6.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

7.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

8.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

9.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

10.	Driver Name:	
	Address:	
	Post Code:	
	Contact Phone No:	
	Email Address:	
	Driver No.	/ /
	Categories on Licence:	
	Date of Birth:	
	Any Dietary Needs:	
	Additional Needs:	

## Terms & Conditions of Business

1. **Payment of fees must be made no later than 14 days prior to the commencement of the training session unless other arrangements have been mutually agreed with The Road Safety Solution Ltd. Any cheques accompanied with booking forms should be made payable to "The Road Safety Solution Ltd." Payments may be made by BACS, our details are:  
Account No. 10179895  
Sort Code: 16-28-19 (if this method of payment is used please forward remittance advice upon payment to: [drivercpc@trssl.co.uk](mailto:drivercpc@trssl.co.uk))**  
  
**Please note that The Road Safety Solution Ltd reserves the right, as a result of non-payment by the customer prior to the training session, to cancel the confirmation and offer the position or date elsewhere.**
2. **If there is any reason you need to cancel a booking it is imperative that you obtain a cancellation number from us.**
3. **For any cancellation of a confirmed booking by a customer 14 days or more prior to the commencement of the course date, an administration charge of 25% of the fee will be incurred.**
4. **For cancellation within 14 days of the training date by the customer, 100% of the fee will be payable.**
5. **In the event of cancellation by The Road Safety Solution Ltd every attempt will be made to offer a suitable alternative. All incidents and actions, including any money refunds, will be dealt with promptly and fairly.**
6. **If there is a need to postpone an in-house training session within 7 working days of that session by the customer, an administration fee of 25% of the total training session cost will be payable unless we are able to re-deploy the personnel concerned.**
7. **If you need to substitute course delegates, these will be accepted upon reasonable notice being given. The original confirmation and fee will be deemed to be acceptable.**
8. **Any variations to the course dates, time of attendance, joining instructions etc., made by The Road Safety Solution Ltd will be notified to the customer. The Road Safety Solution Ltd will make every effort to ensure the original instructions are complied with.**
9. **Every endeavour is made to ensure that the instructions, course notes, hand-outs or reports given are true and correct at the time however, The Road Safety Solution Ltd does not accept any responsibility for any errors or omissions.**
10. **Any delegate attending The Road Safety Solution Ltd's course premises or those of a sub-contractor, including vehicles, are required to adhere to any notices or instructions given to them by The Road Safety Solution Ltd, or sub-contracting staff.**
11. **The Road Safety Solution Ltd does not accept any responsibility for personal belongings or vehicles left on the premises.**
12. **Adequate provision must be made to ensure that drivers attending courses are able to comply with the rest requirements laid down in the Drivers Hours Regulations.**
13. **Where external examinations are involved, The Road Safety Solution Ltd cannot accept responsibility for the accuracy (if a dispute should arise with the examinations body) where details have been supplied by the delegate for enrolment. It is the driver's responsibility to ensure the photo card (if they have that type) is valid and within the 10 year period or that a current passport is taken to examinations.**
14. **All fees and percentages quoted above are subject to VAT at the applicable rate at the time of booking.**

**The above terms and conditions are binding on accepting the confirmation of the event and no variation may be made without specific agreement with the management of The Road Safety Solution Ltd.**