

# Community First New Forest

## MiDAS Training Booking Form

<b>Name:</b>	
<b>Home address:</b>	
<b>Post Code:</b>	<b>Email:</b>
<b>Tel No:</b>	<b>Mobile:</b>
<b>Invoice name and address:</b>	
<b>Post Code:</b>	<b>Email:</b>

Driving licence number:	
Driving licence check code* (case sensitive):	
Have you held a Driving Licence for over 2 years?	Yes/No
Does your Licence have a D1 classification category	Yes/No
Organisation for which you drive:	
Is this organisation a member of Community First New Forest?	Yes/No
Registered charity number (if applicable)	
Contact name:	
Telephone and email:	

<b>Course required – please tick one box plus use of minibus</b>		
	<b>Course</b>	<b>Cost</b>
<input type="checkbox"/>	Standard training	£75.00 for voluntary organisations/charities
<input type="checkbox"/>		£90.00 for commercial organisations, schools/colleges etc
<input type="checkbox"/>	Accessible training (for vehicles that can carry wheelchairs)	£80.00 for voluntary organisations/charities
<input type="checkbox"/>		£95.00 for commercial organisations, schools/colleges etc
<input type="checkbox"/>	Refresher standard	£60 for voluntary organisations/charities
<input type="checkbox"/>		£75 for commercial organisations, schools/colleges etc
<input type="checkbox"/>	Refresher accessible	£60 for voluntary organisations/charities
<input type="checkbox"/>		£75 for commercial organisations, schools/colleges etc

# Community First New Forest

Course date requested	Preferred driving assessment time	Total cost of course
1 <sup>st</sup> choice	AM or PM	
2 <sup>nd</sup> choice	AM or PM	

## Payment

Please tick box

I enclose payment with this form. Cheques to be made payable to  
Community First New Forest

Please note that places cannot be confirmed until full payment has been received.  
Please contact the office of you wish to make payment by debit card over the  
phone.

Would you be willing to drive for other local voluntary organisations if available?

Y/N

## Please return form to:

Community First New Forest  
Transport  
First Floor Offices  
71 Christ Church Road  
Ringwood  
Hampshire  
BH24 1DH

Tel: 01425 482773

[transport@cfnf.org.uk](mailto:transport@cfnf.org.uk)

**\*Prior to the course please create a licence 'check code' to share your driving record. Your entitlement to drive under the B/D1 category will need to be checked before you undertake the driving assessment.**

**Please go to: <https://www.gov.uk/view-driving-licence>**

**Enter you driving licence number and National Insurance number and make note of the licence check (case sensitive) and add to the form above or email with your driving licence number to [transport@cfnf.org.uk](mailto:transport@cfnf.org.uk)**

# Community First New Forest

## Training Cancellation Policy

### Booking Terms and Conditions

Community First New Forest training continues to offer quality training and support specifically aimed at meeting the needs of the Voluntary and Community Sector within the New Forest. Our aim is to develop the skills, knowledge and experience of individuals within the sector with a flexible approach to training and development.

Community First New Forest reserves the right to change venue from that specified in the course details, and delegates will be informed as soon as is practicably possible of any such change.

Community First New Forest reserves the right to cancel or postpone any course in the event of insufficient numbers of delegates to make a course viable. In such cases all course fees will be reimbursed and no cancellation fees will apply.

The training provider retains its intellectual property rights on materials produced and given to delegates. The copyright conditions of materials will be made clear on the course.

### Special requirements

If any delegate considers they have special requirements (including dietary needs and any requirements relevant under the DDA 1995) Community First New Forest will try to make reasonable adjustments to accommodate these, however the delegate should contact us to discuss these in the first instance.

### Cancellation Policy

Your place is confirmed, if available, on receipt of your booking form. Whether payment has been received or not you will be liable for the whole fee (where fees apply) unless we receive written notification 7 days before the event. However you may delegate a colleague to attend in your place rather than forfeit the full course fee.

No refund will be made for bookings cancelled less than 7 days before the event, or non-attendance on the day, except in exceptional circumstances and then only at the discretion of Community First New Forest.

Community First New Forest reserves the right to cancel or reschedule training courses at any time. If CFNF cancels or reschedules the course due to weather or unforeseen circumstances beyond the control of Community First New Forest, you are entitled to a full refund, but is not responsible for travel arrangements, travel fees, or any expenses incurred by you as a result of such cancellation. If CFNF cancels a course in which you are enrolled, you will be contacted at the email address or telephone number you provided when booking, so please be sure to provide a valid and up-to-date contact details.