

Capital Trees Limited

NPTC BOOKING Please complete in block capitals and post back

Client Details

Title: Full Name:

Permanent Home Address:.....
.....

Postcode: Telephone/mobile number:

Date of Birth: Fax/email:

Employer/Training Provider

Employer Name:

Contact Name:

Address:

Postcode: Telephone/mobile number:

Course Details

Course Title 1: Date:.....

Course Title 2: Date:.....

Course Title 3: Date:.....

PPE Sizes (For trainees without there own protective chain saw clothing)

Waist Inside Leg Boot

Payment

I enclose a cheque/postal order made payable to Capital Trees Ltd for: £

Please invoice me at the above address for: £.....

I have read and understood the Terms of Booking (overleaf) and accept that receipt of this form by Capital Trees confirms my booking on the above course(s).

Signature: Date:.....

TERMS OF BOOKING

Course Bookings

To reserve a place on a course a completed booking form and a fifty per cent deposit of the total cost must be received by Capital Trees no later than two weeks prior to commencement of the course. Capital Trees reserves the right to cancel or postpone any provisionally agreed course in the absence of a completed booking form and deposit. The outstanding balance should be settled on the first day of the first course to be attended.

Cancellation of Bookings

Course bookings that are subsequently cancelled by the trainee or employer, less than 14 days prior to the course commencement, will lose their deposit.

Non-attendance on Courses

No refund will be made to any person(s) who fails to attend all or part of a course. Partial non-attendance may result in the need for the trainee to attend a further period of training at the discretion of the trainer. The courses are intensive and occasionally require the trainee to be flexible in their timekeeping.

Learning Difficulties, Disabilities

It is the trainees/employers responsibility to inform Capital Trees of any learning difficulties or disabilities that a potential trainee may have that could impair learning opportunities, so that where possible amendment of a course programme can be made in advance. Notification should be made prior to the commencement of any course and preferably at the time of booking.

Assessment

Once the training has taken place the trainee will be put forward for assessment. If an assessment is required Capital Trees will organise this in advance. There will be a NPTC registration and assessment fee, details of which will be explained where necessary.

Personal Protective Equipment

Each trainee that enrolls on a course will be required to wear personal protective equipment (PPE) specifically for chain saw and climbing purposes. Capital Trees has a limited supply of PPE and will allow trainees to use the equipment if required. However, any damage or loss, apart from normal wear and tear, will incur a cost for replacement. **At the time of booking please indicate whether or not you will require PPE.**

Chain saws and Other Equipment

The chain saws used on the courses are Stihl MS 260 and Stihl MS 200T which are kept in good condition. Trainees will be allocated a clean and well maintained saw, which they are to clean and maintain throughout the duration of the course. Any damage or loss of parts or equipment, other than through normal wear and tear, will incur a cost for replacement. **Please indicate to the trainer at the time of booking whether or not you will be using your own chain saw and maintenance equipment.**