

# Booking Form

**Please fill out the below form to register your attendance at the TPS Exeter Housing Development Study Tour.**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## Attendance Fees (Please write amount)

Standard Rate	+VAT	TPS Member Rate	+VAT
---------------	------	-----------------	------

## Method of Payment

Bank Transfer

**Please make payment to the below, writing your name and 'TPS' on the bank reference:**

THE ROYAL BANK OF SCOTLAND PLC

Account name: NORMAN ROURKE PRYME

Account number: 10845353

Sort code: 16-00-19

## Signature Authorisation (I have read and accept the terms and conditions)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please send the completed booking form and any queries to: [Morgan.Carter@nrpltd.com](mailto:Morgan.Carter@nrpltd.com)  
Upon receipt of payment, your place will be confirmed and an agenda will be sent to you.**

### TERMS AND CONDITIONS

As part of the Transport Planning Society/NRP training, delegates will be visiting several sites where transport planning work has been carried out. Please read the following information carefully:

#### 1. Travel Arrangements:

- The coach transportation provided for site visits has been procured by the training provider. Delegates are responsible for their own safety and conduct during travel and for getting to and from the initial meeting point.

#### 2. Site Visits:

- The sites we will visit are located on the public highway in relatively low traffic neighbourhoods. While efforts have been made to ensure safety, please always remain vigilant and aware of your surroundings.
- Follow all instructions given by course leaders and site visit coordinators
- Stay within designated areas and avoid entering any restricted zones.

#### 3. Personal Responsibility:

- Delegates are responsible for their own personal safety and belongings throughout the course and during site visits. The Transport Planning Society/NRP as the training provider accept no liability for loss, damage, or injury.
- It is recommended that delegates wear appropriate clothing and footwear for walking and standing for extended periods.

#### 4. Health and Safety:

- Inform the course leaders of any medical conditions or mobility issues that may affect your participation in the site visits.
- In case of an emergency, follow the instructions of the course leaders and emergency personnel.

#### 5. Lunch/Refreshment Arrangements:

- Lunch/refreshments will be provided at a local public house and farm shop/cafe. Please notify us in advance of any dietary restrictions or allergies so we can make the necessary arrangements.

By participating in this course and its activities, delegates acknowledge and accept these terms and conditions. Your cooperation in adhering to these guidelines is appreciated to ensure a safe and informative experience for all.