

HEALTH AND SAFETY TRAINING COURSES FEES AND BOOKING ARRANGEMENTS

Booking and Payment Methods

- Booking forms are available to download from the website www.newtownabbey.gov.uk/courses/bookingform or by telephone 028 9034 0160.
- Pay at reception at Newtownabbey Borough Council, Mossley Mill, Newtownabbey between 9am and 5pm Monday – Friday where payment can be taken by cash, cheque, credit or debit card.
- Pay by post, contact Environmental Services on 028 9034 0160 to ascertain if places are available – then send a booking form, accompanied by a cheque to Newtownabbey Borough Council, Mossley Mill, Newtownabbey, BT36 5QA.
- Pay by telephone – contact Environmental Services on 028 9034 0160 where payment can be made by credit or debit card.

Booking Conditions

- Places cannot be reserved without payment; places will only be confirmed once full payment has been received.
- In the event of non-attendance at a course, refunds will not be given.
- Newtownabbey Borough Council reserves the right to cancel any course where minimum attendance numbers are not achieved. If cancellation occurs, refunds will be given.
- All candidates taking CIEH examinations (all levels) will be required to provide photographic evidence of identity eg, new style driving licence, passport or work identity badge before sitting the examination.
- Full attendance on all courses is required otherwise the candidate will not be permitted to sit the examination.

If you require further information please contact Environmental Services on 028 9034 0160, by fax 028 9034 0177, or email envhealth@newtownabbey.gov.uk

**NEWTOWNABBEY BOROUGH COUNCIL
ENVIRONMENTAL HEALTH
HEALTH AND SAFETY COURSES**

BOOKING FORM

COURSE:

COURSE DATES:

CONTACT NAME/ORGANISATION NAME:

ADDRESS:

TELEPHONE NUMBER:

I would like to enrol the following candidates on the above course and enclose the correct fee of £ per person.

Name

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Please note, places will not be confirmed until payment is received.

Please forward completed booking form and payment (cheques made payable to Newtownabbey Borough Council) to: Environmental Health, Newtownabbey Borough Council, Mossley Mill, Newtownabbey, BT36 5QA.

