

Delegate Name:  
Details Address:

Telephone:  
Email address:

Organisation Name:  
Address:  
Telephone:  
Email address:

(Not applicable  
for GCC staff)

Preferred method of communication (please tick one)                      Email                      Post

NB: Your preferred method of communication will be used to notify you of your booking status, course cancellations, and additional dates. We recommend you select the email option

Course code:  
Course title:  
Course date:  
Course location:

Course  
Details

#### Requirements

Physical access/ accessible parking

Dietary

Language – (e.g. BSL interpreter or note taker)

Audio – (e.g. Induction loop)

Alternative formats – (e.g. Braille, large print, electronic format. Handouts in advance or note taking service)

Personal Assistant – are you bringing one or do you need one?

Will you need help with evacuation of the building in the event of an emergency?  
(e.g. help with stairs/ use of Evac-Chair)

Other relevant information or specific needs:

Financial  
Details

Internal Applicants

Please submit a Purchase Order Request Form to Sue Hazard [Click here](#)

External Applicants

Please submit an invoice to [adedtutorsupport@gloucestershire.gov.uk](mailto:adedtutorsupport@gloucestershire.gov.uk) if applicable  
(see guidelines for help to complete this course)

NB: You will need to make your own travel arrangements. if you do not cancel and do not attend, your employing organisation may be charged for the cost of the training place.