

LCC Building Operations Register & Display Energy Certificates Training

Please tick these boxes to agree with the statements in order for us to process your application:

I am a fully certified Low Carbon Consultant

CIBSE encourages on-line bookings in order to guarantee a place on the course. Should you prefer to complete a booking form please be aware that the submission will not guarantee a place until it has been fully processed. Please note that this is not an application to join register.

Course Details (Please use separate form for each course)							
Course Date		Course Code		Course Name			
Delegate Details:							
Title			First Name			Surname	
Job Title							
Email				Tel			
Organisation Details:							
Organisation							
Address							
Town			County			Postcode	
Membership Details:							
We extend our membership rate to members of the following institutions: CIBSE, RIBA, BIFM, RICS, IET IMechE, EI, CIOB, BIAT, InstR, IFE							
To receive the members rate enter membership details below or leave blank if non member							
Membership Institution:			Membership No / Ref:			Discount Code:	
Rates:							
Type of Course	3 Days Non Members Rate	3 Days Member Rate	2 Days Non Members Rate	2 Days Members Rate	1 Day Non Members Rate	1 Day Members Rate	Total Amount Incl. Vat
LCC / DEC <i>Standard Booking</i>	£1125+VAT (£1350 inc VAT)	£1035+VAT (£1242 inc VAT)	£645+VAT (£774 inc VAT)	£580+VAT (£696 inc VAT)	£285+VAT (£342 inc VAT)	£265+VAT (£318 inc VAT)	
LCC/DEC <i>Early Booking</i>	£1075+VAT (£1290 inc VAT)	£995+VAT (£1194 inc VAT)	£600+VAT (£720 inc VAT)	£550+VAT (£660 inc VAT)	£270+VAT (£324 inc VAT)	£250+VAT (£300 inc VAT)	
Payment Method (*Invoice method for organisations only with copy of official purchase order documentation)							
Debit Credit Card No.							
Valid From	Expiry Date		Security Code <i>(last 3 digits on back of card)</i>				
Card Holders Name:				For invoice please enter PO No:			
Invoice or card address if different from above						Post Code	

Document Reference:	CB04	Approval	Charlotte Stubbs
Revision Number	3	Signed	
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Please return completed booking form to: training@cibse.org Any queries Tel: 0208 772 3637

For cheque payments please make payable to: CIBSE Services Ltd.

Address: CIBSE, CIBSE Training, 222 Balham High Road, London SW12 9BS

Booking Conditions:

Acknowledged bookings are firm. Cancellation up to 4 weeks before the course is subject to a charge of 25% of fees due, later cancellation is not accepted but delegate substitution is allowed at any time. We reserve the right to request payment in advance for companies which have not had previous financial transactions with CIBSE Services Ltd. All delegate alterations / cancellations must be received in writing to: training@cibse.org
Please contact the training team before making any travel or accommodation arrangements - particularly if you are travelling from outside the UK mainland, as CIBSE will not be liable for any cost incurred.

How did you hear about this course?

Direct Email from CIBSE		Hard copy brochure from CIBSE	Through CIBSE Journal	Through search engine eg. Google etc	
Post Card /Advert in Magazine		Which Magazine			
Email from other organisation		Which Organisation			
Other method					

The personal information you give on this form will be held on the CIBSE database. Your contact details may be used by us to contact you with offers on similar CIBSE products and services.

If you do not wish to receive further information on CIBSE courses please cross this box

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