

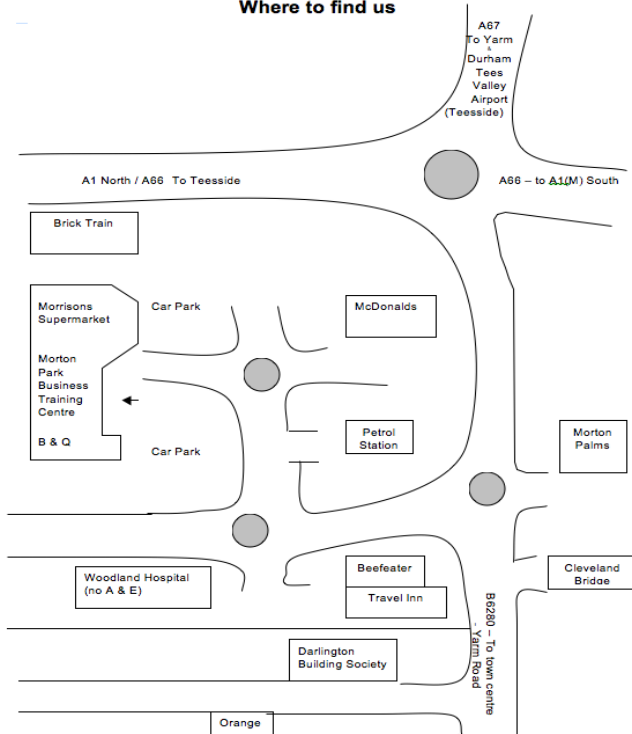
**Morrison Trust  
Morton Park Business Training Centre  
Yarm Road, Darlington  
DL1 4PJ**

**Tel: 01325 387700**



**MORTON PARK BUSINESS TRAINING CENTRE**

**Where to find us**



## **WORKSHOP CHECKLIST**

Please use this checklist to ensure you will be allowed to participate:

**Upon attending the workshop you MUST produce your Driving Licence.**

Please note; if you have a photocard style driving licence it must have a valid photograph (see 4b on the licence) and please bring the confirmation of booking or payment letter.

If you do not have a photocard style licence - please bring your paper driving licence AND a passport or similar photographic means of identification along with your confirmation of booking or payment letter. If you hold a non-European driving licence you must also bring your passport and any other appropriate documents showing proof of entry into the UK within the last 12 months.

(If you have a problem producing your licence contact the helpline number below)

**Failing to produce your driving licence or evidence of your identity may result in your being refused entry onto the workshop.**

- If possible, please bring any correspondence you have received from the police.
- Check your route and venue location before the day of the workshop. Please plan to arrive 15 minutes before the workshop start time. This is in order for registration to take place – late arrivals will not be allowed to participate.
- You must be appropriately dressed for the consideration of other clients - no work clothes such as overalls or muddy boots, you will not be permitted and refused entry.
- Do not bring anyone with you (unless you have made prior arrangements to bring an interpreter or carer - see below).

**If you require any of the following you must telephone the Helpline below immediately (if you have not already done so) to make the necessary arrangements:**

- You have difficulty understanding English and will need an interpreter. You can bring your own interpreter who must be aged at least 16 years. If you require an interpreter, we can arrange this. There will be a charge for the interpreter.
- You have hearing difficulties and require a sign language interpreter. If you require a signer, we can arrange this.
- You need to bring a carer or have special requirements due to mobility or other difficulties.

**Helpline: 01429 - 523 - 803** (Answer-phone available)  
(Calls may be monitored and/or recorded for training purposes)