**Annex C to**

**2025DIN01-059**

**Dated Jun 25**

**Annex C: SCC Leave and Transit Booking Application Form**

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| **Alloc** |  |
| **Gate** |  |
| **OCC** |  |

(Centre Use Only)

**Applicant Details** (To be completed by applicant who holds entitlement to stay):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **\*Service No** | **\*Rank** | | **\*Surname** | | **\*First Name** | | |
|  |  | |  | |  | | |
| **\*Type of Service** | **Regular** | | **FTRS FC** | | **FTRS Other** | | |
| **\*Unit and Address** |  | | | | **\*Work Tel**  **\*Work Email** | |  |
| **Your Contact Details** | Telephone:  Mobile:  Email: | | | | | | |
| **\*Details of all those requiring accommodation including applicant if applicable** | | | | | | | |
| **\*First and Surname** | | **\*Age (if under 18)** | | **\*Male/Female/Other** | | **\*Relationship to you** | |
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(Add separate sheet if further names)

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| **Cot Required Yes/No\*** |

|  |  |  |
| --- | --- | --- |
| **\*Arrival Date** | **\*Departure Date** | **Nature of Stay:**  Holiday / Individual Transit |
|  |  |  |

**\*Mandatory fields**

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| **Important Information:**  **Payment: Cash or Cheque Only (payable to Public Sub-Account HMG 3658).**  **Pets are NOT permitted on site.**  **Arrival: after 14:00hrs – Departure: before 10:00hrs.**  **Accommodation is to be cleaned on departure.**  **Terms & Conditions for cleaning standards will be attached to your confirmation email if your booking is accepted.** |

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| **Data Protection Statement:** | |
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|  | The Ministry of Defence is committed to the protection of your personal data. Information about how the MOD handles your data is available in the [AWS Privacy Notice.](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.army.mod.uk%2Fpeople%2Fhealth-wellbeing-welfare-support%2Fwelfare-support%2Fthe-army-welfare-service-aws%2Farmy-welfare-service-privacy-notice%2F&data=05%7C02%7CAlison.Savage104%40mod.gov.uk%7Ce0bf77d1e88445b8129308dc218b44e7%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638422129284211339%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=OUQeXU6iKaIMCVdfILIVAY5MaDhhwbRSawD2prM313Y%3D&reserved=0) We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. It is important that the personal information we hold about you is accurate and current, therefore please keep us informed if your personal information changes during the delivery of any service. We will in some circumstances have to share your data with third parties, where we are required to do so by law, in an emergency situation or if a safeguarding concern is raised. |
| Signature: |  |

* Form to be forwarded to[**RC-AWS-SCC-Bookings@mod.gov.uk**](mailto:RC-AWS-SCC-Bookings@mod.gov.uk)
* SERVICES COTSWOLD CENTRE, Neston, CORSHAM, Wilts, SN13 9TU
* Tel Civ: 01225 810358 - Mil: (9)4382 4521 - Fax Civ: 01225 816918 - Mil: (9) 4382 4529