



DEPARTMENT OF TRADE AND INDUSTRY
~~DEPARTMENT OF TRADE~~
CIVIL AVIATION OFFICE FOR SCOTLAND
BROOMHOUSE DRIVE, EDINBURGH, EH11 3XE
TELEPHONE: 031-443 4040, EXT. 927

Our Ref: SCF/457/011
Your Ref: 5B

G F Trowbridge Esq
Town Clerk's Chambers
High Street
DORNOCH

23 November 1971

Dear Mr Trowbridge

Further to our telephone conversation on 22 November 1971, herewith are details of our Training School, and courses for 1972.

The 'School' is situated at Stansted Airport in Essex, and is staffed by Fire Officers of the Department of Trade and Industry (formerly the Board of Trade), and courses are held there for aerodrome firemen throughout Britain, including a course of one week's duration (five days) for aerodrome fire and rescue personnel, from the lower category aerodromes, that is aerodromes where only light aircraft are catered for, such as you anticipate at the Dornoch airstrip.

The old classification of aerodrome licences (you quoted a 'J' licence) no longer applies and now only two types of licences are issued viz. "Public Use" or "Ordinary".

An aerodrome granted a public use licence must be kept open during the times when the aerodrome is notified as being available, and it must be available for the landing and take-off of aircraft to all persons on equal terms and conditions.

An aerodrome granted an ordinary licence is normally available only for use by the licensee. It may, be used by other persons only with the licensee's prior permission.

Further information on this subject must be sought from the Divisional Controller, Civil Aviation Office for Scotland, Broomhouse Drive, Edinburgh EH11 3XE.

Ideally, all men engaged in fire and rescue duties should attend the training school, but at least one member must attend so that he is able to take charge of the crew, and supervise the testing of equipment and training of any new members.

Courses suitable for your men are being held at Stansted on the following dates:-

31.1.72 to 4.2.72 and 1.5.72 to 5.5.72

and if you let me know as soon as possible, I will reserve a place or places on the courses you require, and send you the papers which need to be completed, before your men report to the School.



BOARD OF TRADE

Civil Aviation Office for Scotland
Broomhouse Drive, EDINBURGH EH11 3XE
Telephone: 031-443 4040, ext. 927

Our reference: SCF/457/011
Your reference:
Reply to:

6 December 1971

Mr G F Trowbridge
Town Clerk's Chambers
High Street
DORNOCH

Dear Mr Trowbridge

Thank you for your letter dated 3 December 1971, concerning the attendance at the Department of Trade and Industry, Fire Service Training School, Stansted, Essex of Mr H M Morrison a member of your staff.

It is confirmed that a place has been reserved on course number C.15 for Category I and II aerodrome staff, commencing on 31 January 1972 and terminating on 4 February 1972.

I have attached joining instructions for Mr Morrison including a Department of Trade and Industry route map to the Training School; Health Certificate (CA Form 870) Course Nomination and Employers Undertaking (CAFS Form 1)

The Course Nomination together with the Employers Undertaking should be completed and forwarded to:-

The Chief Fire Service Officer
Department of Trade and Industry
Room 314, The Adelphi
John Adam Street
LONDON WC2N 6BQ

The joining instructions and route plan can be given to Mr Morrison for his information, and he should hand in the completed Health Certificate to the school on arrival.

If I can be of any more assistance, please do not hesitate to phone or write.

Yours sincerely

R W BAIN AFO
for Divisional Fire Service Officer
for Controller

ENCLOSURES:

MR H. M. Morrison

BOARD OF TRADE
FIRE SERVICE TRAINING SCHOOL

Joining Instructions

NAME MR H. M. MORRISON.

Assembly date: 31. 1. 72.

CATEGORY I and II COURSE NO. C15.

Dispersal date: 4. 2. 72.

COURSE NO. _____

Assembly date: _____

Dispersal date: _____

COURSE NO. _____

Assembly date: _____

Dispersal date: _____

COURSE NO. _____

Assembly date: _____

Dispersal date: _____

1. Students travelling by rail should arrange to depart Liverpool Street Station, London, by either the 10.12 (arriving Bishops Stortford Station 11.08), or the 10.36 (arriving Bishops Stortford Station 11.13).
2. Fire Service transport will meet both these trains to convey students to the School. If transport is not in attendance when a student arrives, he should telephone the Training School (TAKELEY 226).
3. Students travelling by train or private transport must arrange to arrive at the School not later than 12.00 hrs.
4. Students should report to the Fire Service Training School General Office as soon as possible, to obtain details of the course arrangements.
5. In the interest of all other persons at the School, it is requested that the attached C.A. Form 870 be completed. This will be collected at the School General Office.
6. Students must bring with them their personal requisites, including soap and towels, necessary for the duration of the course/s, Driving Licence if held and, where applicable, their National Health Service Card.

7. Students in possession of undress uniform and protective clothing are requested to bring them for wear during training periods. Items of undress uniform normally include:- Uniform Trousers, Jacket, White or R.A.F./Fire Service pattern Blue Shirt and collar with Black Tie and Black Shoes. Items of protective clothing required for use during practical training include:- Fire Tunic, Trousers, Boots, Leggings, Axe, Belt and Overalls. It is advisable that students include an overcoat for use during cold weather. For off duty periods, students may wish to bring a suit of civilian clothes. Articles forwarded by public transport must be despatched in time to arrive at the Training School before the course commences.

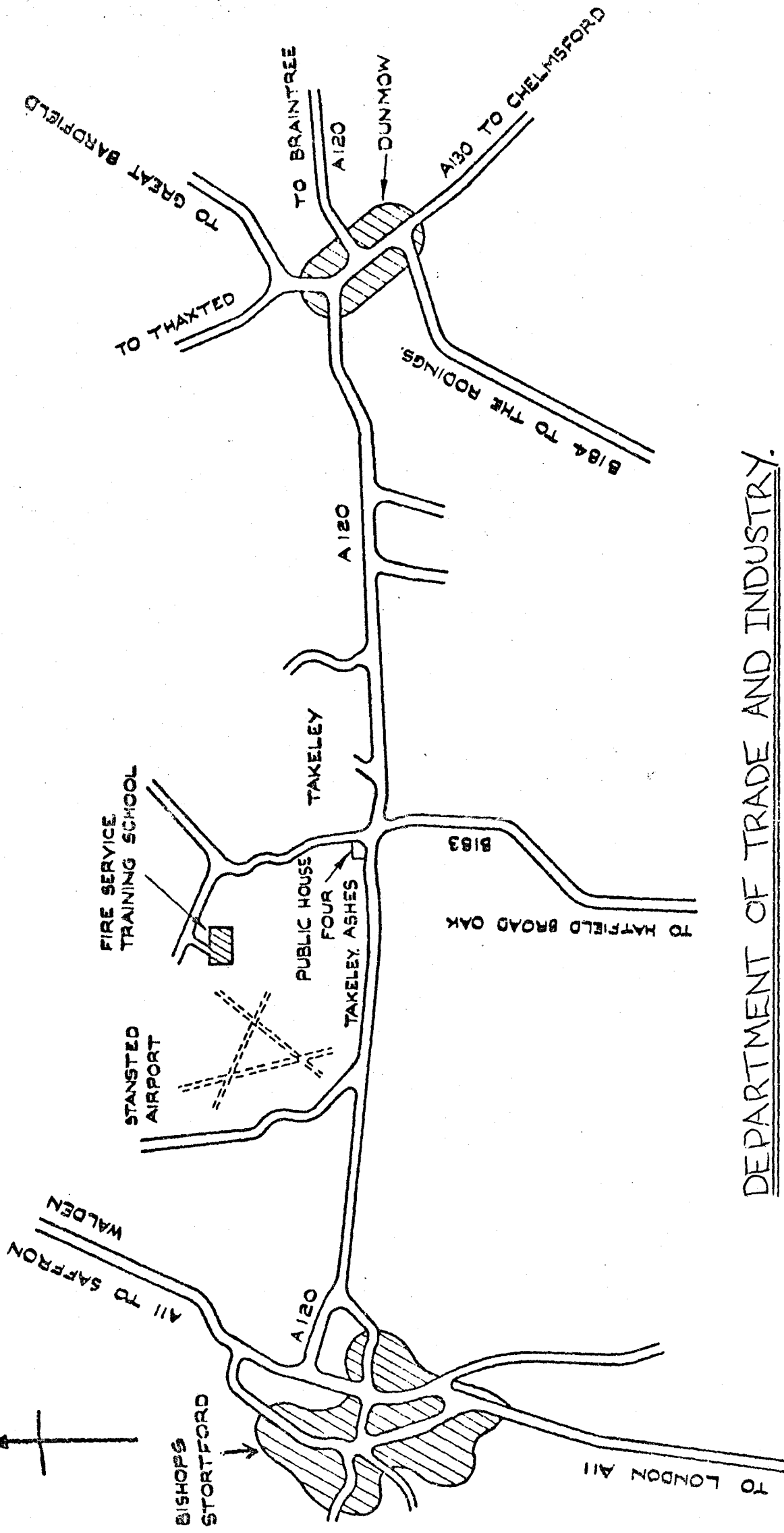
8. Accommodation will be available in the Hostel, adjacent to the School premises, and includes heating, baths, bed linen, etc., but not soap or towels. Facilities for meals at moderate charges are available at the Canteen. Students requiring meals on Saturdays or Sundays must inform their Course Instructors during the last training period on the preceding Thursday in each week.

9. No covered accommodation is available at the School for private transport.

10. Correspondence for students at the School should be address to:-

Board of Trade,
Fire Service Training School,
Stansted Airport,
Stansted,
Essex.

11. The telephone number of the Training School is TAKELEY 226, but students must understand that this number should only be used when absolutely necessary. A public telephone (pre-paid coin box) is installed in the Hostel. The directory number being TAKELEY 371.



DEPARTMENT OF TRADE AND INDUSTRY.

ROUTE TO THE FIRE SERVICE TRAINING SCHOOL STANSTED AIRPORT

Our Ref:5B

17th January, 1972.

The Manager,
British Rail,
The Station,
INVERNESS.

Dear Sir,

I wish to make the following provisional booking for Mr. H.M. Morrison, an employee of the Town Council:-

Inverness to Euston, London - Depart Inverness 1900 hours - Sunday,
30th January, 1972,
6 2nd. Class - sleeper required.

Euston, London to Inverness - Depart Euston, 1940 hours - Friday,
4th February, 1972
- 2nd. Class - sleeper required

Would you please advise me of the cost involved in order that a cheque for the amount due might be forwarded and the bookings confirmed.

Yours faithfully,

SWY

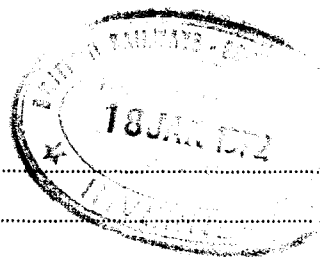
Town Clerk.

Return 2nd Class fare £17.10
Sleeper £2 eachway £ 4
£ 21.10

BRITISH RAILWAYS BOARD

B.R. 25907

ScR Region



Telephone

32651

Office

Reference EO 114

Station

19

Dear Sir/Madam.

SLEEPING BERTHS

I thank you for your letter ~~enclosing remittance for £~~ and have had pleasure in reserving ONE ~~First~~/Second Class sleeping berth/s on the 19.00 train from Inverness to Euston on Sun. 30th Jan.

~~Sleeping berth ticket/s numbered~~ ~~is/are enclosed~~

Cancellation of Sleeping Berth Reservations

In the event of the accommodation not being required, notice of cancellation must be given to the above office.

I would draw your attention to the conditions governing the cancellation of sleeping berth reservations and reproduce below the relevant extract:—

"Upon application to the office at which the sleeping berth tickets were issued, passengers who give notice of cancellation of sleeping berth reservations before 16.00 hrs on the day prior to that for which the berths are booked may obtain a refund of the fees paid, less 25 per cent; for reservations cancelled after 16.00 hrs on the day prior to that for which the berths are booked, and up to the train departure time, a refund of the fees paid, less 50 per cent, may be obtained. If passengers who have reserved berths do not use them and fail to give notice of cancellation no refund will be made.

For the purpose of cancellation night trains leaving after midnight are regarded as the last service of the previous day."

Mr. H. M. Morrison
Car 2 Berth 15

Yours faithfully,

FORWARDED

BRITISH RAILWAYS BOARD

B.R. 25907

Telephone 32651
 Reference EO 114
 Dear Sir/Madam.

..... S&R Region
 Office
 Station
 19

18 JAN 1972
 LIVERPOOL

SLEEPING BERTHS

I thank you for your letter enclosing remittance for ~~£~~ and have had pleasure in reserving ONE ~~First~~/Second
 Class sleeping berth/s on the * 2020 train from Euston to Inverness
 on FRI. 4th Feb.
 Sleeping berth ticket/s numbered is/are enclosed

Cancellation of Sleeping Berth Reservations

In the event of the accommodation not being required, notice of cancellation must be given to the above office.

I would draw your attention to the conditions governing the cancellation of sleeping berth reservations and reproduce below the relevant extract:—

"Upon application to the office at which the sleeping berth tickets were issued, passengers who give notice of cancellation of sleeping berth reservations before 16.00 hrs on the day prior to that for which the berths are booked may obtain a refund of the fees paid, less 25 per cent; for reservations cancelled after 16.00 hrs on the day prior to that for which the berths are booked, and up to the train departure time, a refund of the fees paid, less 50 per cent, may be obtained. If passengers who have reserved berths do not use them and fail to give notice of cancellation no refund will be made.

For the purpose of cancellation night trains leaving after midnight are regarded as the last service of the previous day."

Mr. H. M. Morrison
Car A. Berth 15

Yours faithfully,

