



BOARD OF TRADE

Civil Aviation Office for Scotland

Broomhouse Drive, EDINBURGH EH11 3XE

Telephone: 031-443 4040, ext. 927

SCF/457/011

Our reference:
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.

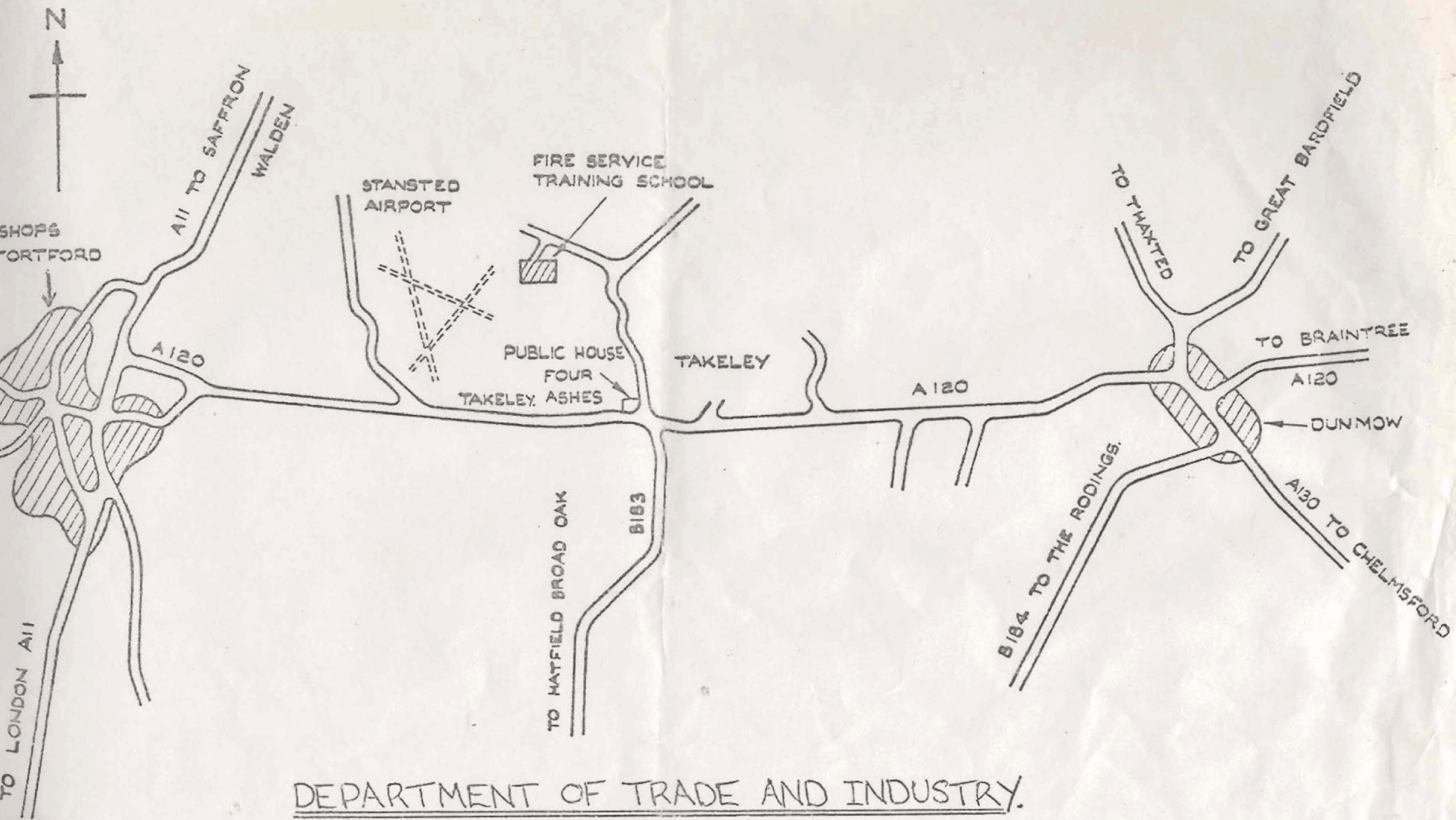
8. Accommodation will be available in the Hostel, adjacent to the School premises, and includes heating, baths, bed linen, etc., but not soap or towels. Facilities for meals at moderate charges are available at the Canteen. Students requiring meals on Saturdays or Sundays must inform their Course Instructors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

SMY

Town Clerk.

Return 2nd Class fare £17-10
Sleeper £2 eachway £ 4
£ 21.10

BRITISH RAILWAYS BOARD

B.R. 25907



sd Region

Telephone 32651

Reference EO 114

Dear Sir/Madam.

SLEEPING BERTHS

I thank you for your letter enclosing remittance for £ ~~6~~ 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 L Berth 15

Yours faithfully,

FOR J. D. WATSON

BRITISH RAILWAYS BOARD

B.R. 25907



sd Region

Telephone 32651

Reference EO 114

Dear Sir/Madam.

SLEEPING BERTHS

I thank you for your letter enclosing remittance for £ ~~1~~ and have had pleasure in reserving ONE First/Second Class sleeping berth/s on the *20.20 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,

FOR J. D. WATSON

* NOTE TRAIN DEPARTURE TIME.

Ref. 5B



POST OFFICE

ABERDEEN TELEPHONE AREA

Telephone House,
9 Bridge Street,
ABERDEEN
AB9 2AA

In any reply please quote: 546

Telephone: Aberdeen 54841 Extn. 36640
Telex: 73127 (TELMAN ABERDEEN)
Giro Account No.: 111 0004

Your reference:

20.6 1972

Dear Sir

Thank you for your application for telephone service. We have made arrangements for our engineers to do the work. They must of course complete the work they have on hand, but will commence yours as quickly as possible. If you should need to contact them, please ring Unit 2934 extension..... (Monday to Friday) and quote the reference number AN 149T 381..... Your telephone *will/will not have subscriber trunk dialling (STD) facilities. Please do not send any money until you receive a bill. Your attention is drawn to the notice below.

Yours truly,
J. Shepherd
for Sales Superintendent

NOTICE TO SUBSCRIBER

1. Telephone service is provided under the applicable provisions of the Post Office Act 1969 and any schemes or regulations from time to time in force under that Act (a copy of which provisions may be seen at any Telephone Manager's Office).
2. The Post Office has determined under the said provisions that your exchange line(s) *shall/shall not be regarded as *a business line/business lines. Any exchange line, other than a business line, may be converted by the Post Office at any time from an exclusive to a shared line, or from a shared line to an exclusive line, and the rental may be altered accordingly.
3. An entry in the telephone directory will be shown as follows:

Domestic a/c

*Delete in letter and in paragraph 2 of Notice as applicable.

Component parts of installation	Connection charge or Single payment			Quarterly rental (Minimum period of service <u>12</u> months)		
	£	s.	d.	£	s.	d.
<u>ex</u> Exchange lines <u>Exclusive</u> <u>Shared</u>	25	00		6	00	
<u>ex</u> <u>coin box</u>	2	50		2	50	

AX 7010A(S) (V69)
(Revd. T196/69)

Domestic Your Council
Telephone Your Clerk's Office
Building Carnegie Building
Address Domestic
Telephone Number

Sqn/Ldr Alfred J. Smith
3, Kinnoull Street
Perth

29th June, 1972

Ref. 5B

Dear Sir,

Dornoch Air-Strip

I refer to your letter (undated) requesting information regarding your proposal to land and park a single engined Cessara 172 or 182 aircraft at the Dornoch Air-Strip during the period 14th to 17th July, 1972.

Application has been made to the Civil Aviation Authority for a private licence in respect of the Air-Strip, but although the site has been inspected by the Authority the licence has not yet been received.

Accommodation at the Air-Strip can be granted to you, but I should state that this consent would be granted at your own risk and the Town Council could not be held liable in any respect to any claims that might arise out of your air-craft being accommodated on the Strip. There is no hanger accommodation, neither is there any fuel available. At present no arrangements have been made for parking or picketing. A windsock is in operation. I trust this information is sufficient for your purpose. It would be appreciated if you would let me know in good time whether you intend to use the Air-Strip and also let me have the times of arrival and departure etc.

Yours faithfully,


Town Clerk.

THE SCOTTISH AERO CLUB LIMITED

PERTH AERODROME

PERTH

TELEPHONE: 51122

All communications to be addressed to the Secretary, 1-Charlotte Street, Perth. Phone ~~26524~~

25454-5



From Sqdn/Lt. Alfred J. Smith
3, Kinnoull Street,
Perth.

The Iron Clerk,
DORNOCH.

Dear Sir,

Aircraft Landing Strip.

I wish to enquire about the availability of the Dornoch landing field during the weekend 14th to 14th July.

I may wish to land a single-engine Cessna 172 or 182, take friends to the Killores Air Show on the 15th returning that evening, and leave the aircraft overnight. I have details of the location and runway dimensions and would prefer to see a wind-sock. Presumably, there is no hangarage and fuel will not be available. What are the parking and picketing facilities, please? Is there any security and are the hours of use by arrangement? Any particulars you may have, including up-to-date surface and runway information would be much appreciated.

Yours faithfully, Alfred J. Smith Sqdn/Lt. (Ret'd.)