



CANCELLATION FORM

This form should be completed and returned to us as soon as possible. Please be aware that all certificates, information and evidence provided by you shall be at your expense. Sections A & B to be completed by the lead name on the booking.

SECTION A To be completed by the lead name (Block capitals please)	
Booking reference(s) _____	Holiday dates _____
Name _____	
Address _____	

Date of cancellation _____	Date holiday booked _____

SECTION B	
Person causing cancellation	_____
Relationship to lead name	_____
Reason for cancellation	_____
Date of incident causing cancellation	_____
Was the person causing the cancellation aware of the illness/condition at the time of making the booking? (Yes/No)	

Please complete the section overleaf relating to supporting documentary evidence.

DECLARATION

I declare that all the information given on this form is to the best of my knowledge and belief, full, true and correct.

Signed _____ Date _____

SECTION C – BODILY INJURY, ILLNESS OR ADMISSION TO HOSPITAL

Please be aware that all certificates, information and evidence provided by you shall be at your expense.

- a) Nature of bodily injury/illness _____
 - b) Date medical treatment sought for condition described in section a: _____
 - c) Was the person causing the cancellation fit to travel at the time of making the booking? (Yes/No)
 - d) Was the person causing the cancellation part of the party? (Yes/No)
If yes - do you consider that the sickness or injury prevents the person cancelling from travelling? (Yes/No)
If no - was the attendance of the member of the party attending necessary? (Yes/No)
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NAME OF MEDICAL PRACTICIONER

VALIDATION STAMP (essential)

Signature of Medical Practitioner: _____

Qualification: _____

Date: _____

SECTION D - DEATH

For cancellations due to death, please supply a copy of the death certificate

SECTION E – QUARANTINE

For cancellations due to compulsory quarantine it is essential that you attach a letter from the government body enforcing the quarantine order.

SECTION F – REDUNDANCY

For cancellations due to redundancy, it is essential that you attach a letter from your employer confirming that you have been made redundant after your booking is accepted and qualify for payment under any applicable statute.

SECTION G – HIJACK

For cancellations due to hijack, it is essential that you provide evidence from the police.

SECTION H – JURY OR WITNESS SERVICE

For cancellations due to jury or witness service it is essential that you send a letter from the court confirming that the hearing dates are during the holiday period.

SECTION I – POLICE ADVISING AGAINST TRAVEL DUE TO ADVERSE WEATHER CONDITIONS

For cancellations due to adverse weather conditions, it is essential that you attach evidence from the Police, AA or RAC or other recognised motoring organisation to confirm that your route was impassable.

SECTION J – POLICE REQUIRING PRESENCE

For cancellations due to Police requiring a person in your party to attend following theft at their home or usual place of business it is essential that you attach evidence from the Police to confirm this.

SECTION K – DAMAGE TO HOME

For cancellations due to damage rendering the Home of any person in your party uninhabitable it is essential that you attach documentary evidence from the Police or loss adjusters.

SECTION L – UNEXPECTED OCCUPATIONAL POSTING BY HM FORCES OR HM POLICE

For cancellation due to unexpected occupational posting by HM Forces or cancellation of leave by HM Police it is essential that you attach documentary evidence from your commanding officer to confirm this.