

# Cancellation Request Form



northern  
beaches  
council

Aquatic Centre  
Andrew Boy Charlton  
Manly

If you need help lodging your form, contact us	
Email	fitness@northernbeaches.nsw.gov.au
Phone	02 8495 5005
Address	1 Kenneth Rd, Manly NSW 2095

Office use only	
Form ID	4088
TRIM Ref.	
Last updated	February 2022

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

## Part 1: Personal Details

First Name		Last Name	
Phone		Email:	
Membership Number:			

## Part 2: Important Information

All cancellation requests require 14 days' notice to process. If notification of intent to cancel is not received the account will be charged as normal. Minimum of 14 days' notice is required for all cancellation requests. Notification is to be on the correct form and can be given to staff at the Manly Andrew Boy Charlton Aquatic Centre or emailed to [fitness@northernbeaches.nsw.gov.au](mailto:fitness@northernbeaches.nsw.gov.au)

**No cancellation requests will be backdated under any circumstance**

## Part 3: Cancellation Request

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Member's Signature		Date	
Staff Signature		Date	
Cancellation effective from Date:			