

# Suspension 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	4085
TRIM Ref.	
Last updated	June 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

<p>If notification of intent to suspend is not received 14 days prior, the account will be charged as normal.</p> <p>Minimum of 14 days' notice prior to the start of all suspensions is required. Notification is to be in writing and can be given to staff at the Manly Andrew Boy Charlton Aquatic Centre or emailed to fitness@northernbeaches.nsw.gov.au. No suspension request will be backdated under any circumstances.</p> <p>Your membership fees must be up to date prior to requesting suspension on your membership.</p> <p>All suspensions are required to have a beginning and end date, your membership will be debited at the end of the suspension period.</p> <p>Upfront member: any suspension taken will extend the term of your membership.</p> <p><i>Please note: When a suspension is applied to a family membership, all family members will not be able to access the facility during this time.</i></p> <p><i>The nominated account holder must apply for the suspension request on a family membership.</i></p>
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## Part 3: Suspension Request

From		To	
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Member's Signature		Date	
Staff Signature		Date	