



Access Requirement Form

Part 1: Application Process

This is the process by which bookable access facilities can be requested:

E-mail your completed Access Requirement Form and any supporting evidence. We will endeavour to respond within 3 working days to confirm whether you have been offered or declined a FREE Personal Assistant ticket.

Submitting your form

Send your completed form to: access@henley-festival.co.uk

Submitting supporting documents

To support your application please provide a photocopy or scan of one of the following:

- Front page of PIP letter (dated within the past 12 months, no specific rate required)
- Front page of Attendance Allowance letter (dated within the past 12 months, no specific rate required)
- Valid Access Card with the +1 symbol
- Evidence of being registered as severely sight-impaired
- Front and back of Blue Badge if Blue Badge parking is required

Please feel free to block out sensitive information you do not wish us to see.

Part 2: Personal Details

Name:

Address:

Tel:

Email:

Part 3. Access Provision Request

Please check the box next to the access provision you would like to book.

A free ticket for a personal assistant (2:1 ticket)

Blue Badge car park pass

1. Statement (with option to send alternative evidence)

We recognise that the evidence above is not definitive. If you do not have any of the above evidence but wish to apply please use the box below. You are welcome to provide copies of any additional documentation to support your application which will be judged on a case-by-case basis.

Part 5. Access database

We would like to retain data for your convenience, so that you do not need to re-submit evidence every year. If your application is successful, we can hold your data for a period of 3 years.

If you would be happy for us to retain the date submitted with this form, please tick this box:

Your privacy is important to us. By completing this form, you consent to the collection and processing of your personal data for the purpose of providing accessibility support at Henley Festival. Your data will be handled in accordance with the General Data Protection Regulation (GDPR) and our privacy policy.

If you have any questions about this process, contact us via: access@henley-festival.co.uk