



## Access Requirement Form

### Part 1: Application Process

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

- Purchase a ticket
- Obtain a ticket reference number
- Send us your completed Access Requirement Form (only valid with a ticket reference number) and any supporting evidence.
- We will endeavour to respond within 14 working days to confirm your requests
- We will then send you a confirmation email, to let you know if you have been offered or declined a FREE Family Member/Relative/Friend/Personal Assistant or Carers festival ticket.

#### Submitting your form

Email your completed form to: [LTaylor@henley-festival.co.uk](mailto:LTaylor@henley-festival.co.uk)

Or, post your completed form to: Lucy Taylor, Access Coordinator, Henley Festival, Leander Club, Henley Bridge, Henley on Thames, Oxon. RG9 2LP

If you have any questions about this process, contact us via: [LTaylor@henley-festival.co.uk](mailto:LTaylor@henley-festival.co.uk)

#### Submitting supporting documents

When submitting documents to support your application, we ask that if possible, you:

- Scan evidence and attach it with your form if emailing
- Photocopy evidence and clip it to a printed form if posting

This helps to speed up the process considerably.

Please feel free to black-out any information that relates to amount of benefit paid or health conditions etc. that might be on any documents submitted.

### Part 2: Personal Details

Ticket Reference Number:

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)

### **Part 4. Information / Evidence**

Evidence is required to gain a 2:1 ticket

#### **1. Automatic Eligibility**

A photocopy/scan of one of the following documents (dated within the past 12 months if DLA or Attendance Allowance) makes you automatically eligible for the above access facility. Please check the box next to the evidence you wish to submit:

Front page of DLA letter (no specific rate required)

Front page of Attendance Allowance letter (no specific rate required)

Evidence that registered severely sight impaired (blind)

Recognised Assistance Dog ID card

Credibility/Access Card

None of the above (see below)

#### **2. 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 for the above access facilities, use the box below to state why you require them:

You are welcome to post or email copies of any additional evidence that supports your application if you have any. Your application will be judged on a case-by-case

basis. If you wish to submit any additional evidence to support your statement, please list it in the box below and attach it with your form:

## **Part 6. 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. You can then contact us to rebook access facilities without having to submit a form and evidence.

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

Please note that all collected data will automatically be deleted in 3 years of submission if you do not request access facilities in this time. We will not share your data with any third-party organisations.