



ACCESS DETAILS FOR INQUIRY OR HEARING VENUES

1. Venue details:

Venue Address:	
Venue Telephone:	
Venue Fax:	
Venue E-Mail:	

2. Venue Opening Times:

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

3. Location

How would you best describe the venue location e.g. Town/City Centre, on the outskirts etc

4. Public Transport:

Name of nearest Railway Station	
Rail station distance from venue	
Is the venue on a bus route	

Is community transport available to the venue	

5. Car Parking:

Does the venue have its own car park? Is it free?	
How far from the venue entrance is the car park?	
Is the route to the car park wheelchair accessible with assistance?	
How many Disabled parking spaces are there?	
Can spaces be booked in advance?	

6. Chauffeured visitors:

How far is the nearest convenient dropping off point that is also wheelchair accessible?

7. Main Entrance:

Is the main entrance wheelchair accessible?	
How is it accessible:	
A fixed slope/ramp	
A movable/temporary ramp	
A lift	
Other (please specify)	

8. Reception:

Is there a receptionist at the venue?	
How far is reception from the main entrance?	
Is there level access to reception?	
Is there a hearing assistance system?	
Is the hearing assistance system a loop?	

9. Interior Access:

Is there level access to the room where the	
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Inquiry/Hearing is to be held?	
How is it accessible:	
A fixed slope/ramp	
A movable/temporary ramp	
A lift	
Other (please specify)	

10. Hearing assistance system

Is the room where the Inquiry/Hearing is to be held fitted with a functioning hearing assistance system? Is it a loop?
(if you know it is likely to be needed, it is very important that you have checked that it is working and that someone will be present on the day of the inquiry/hearing to set it up and/or deal with any problems)

11. Toilets:

Are adapted toilets available on the same floor as the room where the Inquiry/Hearing is to be held?	
Is a functioning emergency alarm fitted?	
If the adapted toilets are on another floor is there access via a lift?	
Are keys required for the adapted toilet? If so are they always available?	

12. Baby changing facilities

Are baby changing facilities generally available?

13. Guide/Assistance dogs:

Are registered Guide/Assistance dogs welcome?

14. Staffing at the venue:

Are staff available to give advice and/or assistance?	
Have staff received disability awareness training?	
Is there an emergency out of hours contact available?	
Details of out of hours contact if there is	

one	
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15. Comments:

Please add your comments or suggestions below.

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16. Your details:

Name	
Job title	
Contact number	
Contact E-mail	

Return form to: Room 4/05, Temple Quay House, 2 the Square, Temple Quay, Bristol, BS1 6PN.

For more information, telephone: 0117 372 6141

