Brighton Centre
Access Requirement Form

This form can be made available in alternative formats. Please ask a member of staff, email BrightonCentre@brighton-hove.gov.uk or call us on **01273 292695** for further information

Part 1: Personal Details

Name:

Address:

Postcode:

Tel / Mobile:

Email:

Part 2: Access Provision Requirement

Please check the box next to the access provisions you require

Wheelchair User Seat		If possible can you tell us the dimensions of your Wheelchair (width & depth):	
Personal Assistant (2:1 ticket)			
Induction Loop		Seat close to toilets	
Aisle Seat		Early Entrance	
Seat close to the stage		Minimal or No Steps	
Front facing seat		Seat close to exit	

2.1. Additional Requirements

If you have requirements not covered by the options above or would like to give us further information please provide details bellow (attach extra pages if required):

2.2. Preferred Location

If you have attended events at the Brighton Centre in the past and have a preferred location please provide details below (attach extra pages if required):

Part 3: Information / Evidence

Evidence is now required to gain a free Personal Assistants (2:1) ticket.

If you do not require a Personal Assistant ticket but would like to be on our Access Address Book please leave this section blank.

3.1. 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 any of the above access facilities. 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) ☐

Front page of PIP (no specific rate required) ☐

Evidence that registered severely sight impaired (blind) ☐

Recognised Assistance Dog ID card ☐

None of the above (see below) ☐

You are welcome to post or email copies of any additional evidence that supports your application if you have any, or contact us to discuss your requirements. All applications for free PA tickets will be assessed on a case-by-case basis.

3.2. 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 (please use extra pages if required):

If you wish to submit any additional evidence to support your statement, please list it in the box below (please use extra pages if required):

Part 4: Data Protection

We would like to retain data for your convenience, so that you do not need to re-submit this form every time you wish to book with us. Once we've received your form we can hold your data for a period of 3 years with your consent. 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.

Part 5: Submitting your Form

You can submit your completed form and supporting documentation in the following ways:

Email your completed from to: BrightonCentre@brighton-hove.gov.uk

Or, **post** your completed form to:

Brighton Centre Box Office
Brighton Centre
Kings Road
Brighton
BN1 2GR

If you need help completing your form, would like to visit the venue to view the available facilities or have any questions about this process please contact us by emailing BrightonCentre@brighton-hove.gov.uk or call us on 01273 292695 (open Monday – Saturday 10am – 4pm).

Submitting supporting documents

When submitting documents to support your form, 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.

Preferred method of contact

Please use the boxes below to indicate your preferred method of contact, if you have more than preference please number your choices 1-3 (1 being most preferred and 3 least preferred):

Email ☐ Phone ☐ SMS ☐ Post ☐

Once we've received your completed form we'll contact you via your preferred method to finalise your information on our Access Address Book.

As part of the Brighton Centre’s continued efforts to improve access to our venue we would like to contact you on occasion for marketing purposes, customer satisfaction surveys. Please **tick** the box if you are happy for us to do so. ☐

We would also like to be able to contact our Deaf and disabled customers with ideas and thoughts about improvements to access facilities at the Brighton Centre. Please tick this box if you’d be happy for us to do so. ☐