



IN PARTNERSHIP WITH



Access Requirement Form 2015

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 by **Friday 5th June 2015** to assist with planning
- We will endeavour to respond within 5 working days to confirm your requests
- We will then send you a confirmation email and info pack to follow, with full instructions on where to retrieve your accreditation. There will be an Access Information Point on site, location to be advised in the info pack.

Submitting your form:

Email the completed form to: access@splendourfestival.com or post to:

Splendour Festival Access, DHP Family, Unit 15, The Laundry, 2-18 Warburton Road, London Fields, E8 3RT.

Please submit your requirements no later than **Friday 5th June** to assist with planning.

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 documents.

Part 2: Personal Details

Ticket Reference Number:

Name:

Address:

Tel:

Mobile:

Email:

Part 3: Attendance at the Festival

Ticket type:

Saturday (18th July)

Part 4: Access Provision Request

Please check the box next to the access provisions you would like to book:

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

- A viewing platform wristband that grants access to the viewing platform. There will be a toilet located here. This comes with a lanyard to be worn by a personal assistant or companion

Part 5: Information / Evidence

The above access provisions can be obtained in one of two ways.

1. Automatic Eligibility

A photocopy / scan of one of the following documents (dated within the past 12 months if DLA / PIP 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 / PIP 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

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, or contact us to discuss your application. 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:

Splendour Festival would like to store your access requirements to speed up any future booking processes for customers. We will not share your details with a third party under any circumstance.

- Tick here to opt out of storing of access requirement information

To submit your access requirements please complete and return your submission by email or by post to be received no later than **Friday 5th June 2015**.

You must include the following:

- Ticket Reference Number
- Completed Access Requirement Form
- Supporting Evidence

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