**Bradford Theatres Access Scheme - Individual Application**

**1. Details of Access Member**

Access Member’s First Name……………………………...……………………………….………………….…………………..

Access Member’s Last Name……………………………...……………………………….………………….…………………..

Address Line 1 .…………………………………...…………………………………...…………………………………..…………….

Address Line 2 .…………………………………...…………………………………...…………………………………..…………….

City/Town .…………………………………...……………………………………… Postcode .………………………..

Contact Number(s) .…………………………………...…………………………………...…………………………………..………

Email Address .…………………………………...…………………………………...…………………………………..……………..

**2. Which of the following best describes the Access Member’s seating requirements?**(please tick all that apply)

No specific seating requirements [ ]

Aisle seats [ ]

Level entrance accessible seats [ ]

Seats close to entrance/exit [ ]

Seats close to accessible toilets [ ]

Seats suitable for people who are partially-sighted [ ]

Accessible seat to transfer from a wheelchair [ ]

Relaxed Performance [ ]

Signed Performance [ ]

Captioned Performance [ ]

Audio Described Performance [ ]

*Preferences for an Audio Described Performance:*

Number of headsets required ………………

Interested in Touch Tour (if available) [ ]

How many people for Touch Tour? ………………

How many of these people are sighted companions? ………………

Guide Dog in attendance [ ]

Pre-show Information preferences for Audio Described performance: Email [ ] CD [ ]

Wheelchair position [ ]

*Wheelchair details:*

Manual [ ] Powered [ ]

Reclining [ ] Non-reclining [ ]

Headrests [ ] Leg rests [ ]

Average size [ ] Larger than average [ ]

Class Size (if known) ……………… Other (please specify) .……………………………………….

**Please note:** whilst some of our venues have a lift, we cannot guarantee these will be operational. Lifts will cease operating in the case of an emergency and customers on higher levels must be able to evacuate via the stairwells. Outdoor motorised mobility scooters are not permitted inside the auditorium and must be left outside the building. Transfer wheelchairs are stored outside of the auditorium and cannot be retrieved in an emergency, therefore evacuation by foot in an emergency is required.

**3. Nominated Bookers**

Please name up to 3 people, in addition to the Access Member, who are authorised to book tickets under this scheme:

Nominated Booker 1 …………………………………………………..…………………..………………..…………………………

Nominated Booker 2 …………………………………………………..…………………..………………..…………………………

Nominated Booker 3 …………………………………………………..…………………..………………..…………………………

**Please note:** the individuals you put down as Nominated Bookers must call our Box Office to confirm their details and allow them to book online on your behalf. If you require more than 3 Nominated Bookers, please call Box Office on 01274 432000.

**4. Please indicate which proof of eligibility you will provide and enclose/attach a good quality scan or photograph with this application form:**

Access/CredAbility Card [ ]

Attendance/Carers Allowance [ ]

Blue Badge [ ]

CEA Card [ ]

Disabled Persons Travel Permit/Companion Pass [ ]

Personal Independence Payment (PIP) Letter [ ]

Visual Impairment documentation [ ]

Medical Letter [ ]

Other (please specify) ……………………………………………………………………

If you feel the Access Member would qualify for an Essential Companion but they do not possess any proof of eligibility, please let us know why in the space below:

|  |
| --- |
|  |

**Signature and name of person completing this form:**

Signed …………………………………………………………….……………………………………………………………………………

Print Name ……………………………………………………..……………………………………………………………………………

Date ………………………………………………………………..…………………………………………………………………………..

**How to submit this form:**

The easiest way to submit this application form is by email, along with any required documentation, to the following email address:

enquiries@bradford-theatres.co.uk

Alternatively, you can post the form and photocopies of any proof of eligibility to:

Bradford Theatres Box Office

Morley Street

Bradford

BD7 1AJ

If you would prefer to hand your application form in in person, please consult our website or call the Box Office on 01274 432000 to find the latest information on our counter service opening times. You can also complete an online version of this form at <https://www.bradford-theatres.co.uk/access-scheme-application>

**What happens next?**

We aim to process all Access Scheme applications within 2 weeks of receipt, but this timescale may vary according to demands on our service. If you have not received a response via email or letter within two weeks, or if the show for which you wish to book takes place in the next few days, please contact the Box Office on 01274 432000.

We do not issue Membership Cards for the Bradford Theatres Access Scheme. If an application is successful, a Membership will be applied to the Bradford Theatres customer record of the applicant, which will be visible via the website and to the Box Office team whenever a booking is made. If a customer record does not already exist on our system, one will be created using the information provided in this form.

Tickets for Access Members and one Essential Companion can be booked online. If you require multiple Essential Companions, please call Box Office on 01274 432000, or talk to us in person at one of our Box Office Counter Services. All of our opening times are available at <https://www.bradford-theatres.co.uk/frequently-asked-questions>.

Please note: No refunds can be made for tickets purchased before your application has been approved. We reserve the right to withdraw memberships at any time if we feel this service is being misused.