



# Bookable Access Facilities Form

## Application Process

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

- Purchase your Bingley Music Live ticket
- Obtain the ticket reference number
- Send us your completed Bookable Access Facilities Form (only valid with a ticket reference number) and any supporting evidence outlined below.
- We will endeavour to respond within 3 working days to confirm your requests
- We will then send you a confirmation email
- Further instructions and additional information will be sent to you leading up to the festival

### Submitting your form

Email your completed form to: [info@bingleymusiclive.com](mailto:info@bingleymusiclive.com)

Or, post your completed form to: Bingley Music Live, Events Office, 3<sup>rd</sup> Floor, City Hall, Bradford, BD1 1HY

If you have any questions about this process, contact us via: 01274 433756

### 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.

## Personal Details

Ticket Reference Number:

Name:

Address:

Tel:

Mobile:

Email:

Carer Name:

Carer Address (optional):

## Access Provision Request

Please tick the box for the access provision you would like to book:

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

A Viewing Platform wristband that also grants access to stewarded toilets

## Information / Evidence

Evidence is required to gain a 2:1 ticket and/or a viewing platform wristband.

### 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)

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 and attach evidence:

## **Access to the performance**

If you have alternative access requirements for experiencing the performance that are not covered by access to a viewing platform or standing area, please describe them below, and we shall make every effort to make a reasonable adjustment to meet your needs if possible.

## **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 date 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.