



# PLANNING INSPECTORATE

## 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

Is the venue located in the Town/City Centre, on the outskirts etc

#### 4. Public Transport:

Nearest Railway Station	
Rail station distance from venue	
Buses serving the venue	
Community transport	

#### 5. Car Parking:

Does the venue have its own car park?	
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 reception/ist 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 Inquiry/Hearing is to be held?	
How is it accessible:	
A fixed slope/ramp	
A movable/temporary ramp	
A lift	
Other	

### 10. Hearing assistance system

Is the room where the Inquiry/Hearing is to be held fitted with a hearing assistance system? Is it a loop?

### 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?	
Do you need keys 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:**

When are staff available to give advice and/or assistance?	
Do staff receive disability awareness training?	
Is there an emergency out of hours contact available?	
Details of out of hours contact	

**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 407, Temple Quay House, 2 the Square, temple Quay, Bristol, BS1 6PN.**

**For more information, telephone: 0117 372 6161**

