



# Access Requirement Form

This form is available in alternative formats. Please ask a member of staff, email [boxoffice@ssearenabelfast.com](mailto:boxoffice@ssearenabelfast.com) or call us on **028 9073 9074** for further information

## Part 1: Personal Details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## Part 2: Access Provision Request

Please check the box next to the access provisions you require

Wheelchair Space	<input type="checkbox"/>	If possible can you tell us the dimensions of your Wheelchair?	<input type="checkbox"/>
Essential Aid (companion/carer) ticket	<input type="checkbox"/>		<input type="checkbox"/>
Audio Enhancement	<input type="checkbox"/>	Seat close to exit	<input type="checkbox"/>
Aisle Seat	<input type="checkbox"/>	Early Entry	<input type="checkbox"/>
Sensory Bag	<input type="checkbox"/>	BSL Interpreter	<input type="checkbox"/>
Visual requirement	<input type="checkbox"/>	Minimal or No Steps	<input type="checkbox"/>

### 2.1. Additional Requirements

If you have requirements not covered by the options above please provide details below (attach extra pages if required):

## Part 3: Information / Evidence

Evidence is required to gain a free (or reduced price) Essential Aid ticket. By accepting a free ticket, the essential aid assumes responsibility for tending to the personal needs of the person they are accompanying. They must also agree to remain with the disabled person throughout the performance and assist them in the case of an emergency situation arising. Arena event staff members cannot assist with toileting arrangements. All requests for assistance in toileting shall be referred to the event medical staff.

(Please note – if a customer requires an Essential Aid to attend an event, they therefore cannot be the Essential Aid for another party)

### 3.1. 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/PIP letter (no specific rate required)

Front page of Attendance Allowance letter (no specific rate required)

Front page of War Disablement pension

Evidence that registered severely sight impaired (blind)

Recognised Assistance Dog ID card

None of the above (see below)

### 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 and attach it with your form:

## Part 4: 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 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 Application

You can submit your completed application and attached documentation in the following ways:

**Email** your completed form to: [boxoffice@ssearenabelfast.com](mailto:boxoffice@ssearenabelfast.com) and include **Access** in the subject

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

Access Officer  
The SSE Arena, Belfast  
2 Queens Quay  
Belfast  
BT3 9QQ

If you would like to visit the venue before your event or have any questions about this process please contact us via: [boxoffice@ssearenabelfast.com](mailto:boxoffice@ssearenabelfast.com) or call on **02890 739074**

### 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.

### Preferred method of contact

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

Email       Phone       Post

As part of The SSE Arena'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.

Would you like to hear from us about participating in focus groups to improve access at the venue? Please **tick** the box if you are happy for us to do so.

Signed \_\_\_\_\_ Date \_\_\_\_\_