



Inclusive Futures

Promoting disability inclusion

Accessibility audit checklist

This checklist accompanies the Accessibility standards document, a step-by-step guide to undertaking an accessibility audit, developed by Sightsavers

Accessibility audit checklist



Sightsavers

Accessibility audit checklist

Details of the facility	
Facility	
Town	
District	

Details of the audit team			
	Name	Title	Organisation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Start time		End time	
Date			

01 Access to the building

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
External wayfinding Page 20	1. Can you easily identify the building? Refer to the standards on page 20. Note any issues below.	
	Comments	
Parking Page 21	2. Is there a parking space?	
	3. Are there parking bays reserved for people with disabilities?	
	4. If yes, do they meet the accessibility standards? Refer to the standards on page 21. Note any issues below.	
	Comments	
Pathway from the parking to the building Page 23	5. Is there a pathway from the parking to the building?	
	6. Is the pathway at least 120cm wide and 210cm high? If the pathway does not meet these standards, note your comments below.	
	Comments	
	7. Is the pathway flat, firm, non-slippery, and clear of any obstacles and hazards at ground and higher level? If the pathway does not meet these standards, note your comments on the next page.	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Pathway from the parking to the building (continued) Page 23	Comments	
	8. Is there any tactile paving of contrasting colour?	<input type="checkbox"/>
	Additional comments	

Comments

02 Entrance, reception and waiting area

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Steps and stairs Page 61	1. Are there any steps or stairs at the entrance?	
	2. If yes, do they meet the accessibility standards? Refer to the standards on page 61. Note any issues below.	
	Comments	
Ramps Page 67	3. Is there a ramp at the entrance?	
	4. If yes, does it meet the accessibility standards? Refer to the standards on page 68. Note any issues below.	
	Comments	
Doors Page 73	5. Is there a door at the entrance?	
	6. If yes, does it meet the accessibility standards? Refer to the standards on page 74. Note any issues below.	
	Comments	
	7. Are wheelchairs available near the entrance for people who need them?	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Entrance Page 25	<p>8. Is the entrance clear of any obstacles and hazards at ground and higher level? If not, add information below.</p>	
	<p>Comments</p>	
	<p>9. Is there a map of the building near the entrance, with tactile information?</p>	
	<p>Additional comments on entrance</p>	
Reception Page 26	<p>10. Is there a reception counter?</p>	
	<p>11. Is the reception counter clearly identifiable from the entrance?</p>	
	<p>12. Does the reception counter meet accessibility standards? Refer to the standards on page 26. Note any issues below.</p>	
	<p>Comments</p>	
	<p>13. Is there enough space at the counter and in the reception area to allow privacy when communicating?</p>	
	<p>14. Is there a sign at reception that gives priority for people with disabilities?</p>	
<p>15. Is information about the services offered at the location available in large print format?</p>		

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Reception (continued) Page 27	16. Is information about the services offered at the location available in easy-to-read format?	
	17. Is there a functioning and clearly signalled hearing loop installed at the counter?	
	18. Is sign language interpretation available for patients who need it?	
	19. Is the reception area clear of any obstacles and hazards at ground and higher level?	
	20. Is the reception well illuminated, well ventilated and free from loud background noises?	
	Additional comments on reception area	
Waiting area Page 28	21. Is there a waiting area?	
	22. Is the waiting area clearly identifiable from the reception?	
	23. Are there seats available in the waiting area?	
	24. If yes, is there a sign indicating priority seats for people with disabilities?	
	25. Does the waiting area have space for wheelchairs?	
	26. Is the surface flat, firm and non-slippery?	
	27. Is the waiting area clear of any obstacles and hazards at ground and higher level?	
	28. Is the waiting area well illuminated, well ventilated and free from loud background noises?	
Additional comments on waiting area		

Comments

03 Rooms and halls

Name of rooms	<p>Room 1:</p> <p>Room 2:</p> <p>Room 3:</p> <p>Room 4:</p> <p>Room 5:</p> <p>If there are more than five rooms, add the additional rooms on page 12-15.</p>
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Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 1	Room 2	Room 3	Room 4	Room 5
Doors Page 73	1. Does the room have a door?					
	2. Does the door meet the accessibility standards? Refer to the standards on page 74. Note any issues below.					
	Comments					
Internal wayfinding Page 36	3. Is there a sign outside the room?					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 1	Room 2	Room 3	Room 4	Room 5
Internal wayfinding (continued) Page 37	4. If yes, does it meet the accessibility standards? Refer to the standards on page 37. Note any issues below.					
	Comments					
Room accessibility Page 31	5. Does the room have a clear space of 150cm by 150cm to manoeuvre a wheelchair?					
	6. Is the ceiling at least 203cm high?					
	7. Is the room clear of any obstacles and hazards at ground and higher level? Refer to the standards on page 32. Note any issues on the next page.					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 1	Room 2	Room 3	Room 4	Room 5
Room accessibility (continued) Page 32	Comments					
	8. Do objects and surfaces in the room (such as cabinets and tables) feature contrasting colours?					
	9. Is the room well illuminated, well ventilated and free from loud background noises?					
	10. Is the floor surface flat, firm, non-slippery and non-glare?					
	Additional comments on room accessibility					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 1	Room 2	Room 3	Room 4	Room 5
Tasks and activities Page 33	11. Can people with sensory, physical, intellectual, psychosocial or other disabilities use relevant equipment? Refer to the standards on page 33 for examples of tasks and activities. Note any issues below.					
	Comments on tasks and activities					

03 Rooms and halls (continued)

Name of rooms	Room 6:
	Room 7:
	Room 8:
	Room 9:
	Room 10:

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 6	Room 7	Room 8	Room 9	Room 10
Doors Page 73	1. Does the room have a door?					
	2. Does the door meet the accessibility standards? Refer to the standards on page 74. Note any issues below.					
	Comments					
Internal wayfinding Page 37	3. Is there a sign outside the room?					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 6	Room 7	Room 8	Room 9	Room 10
Internal wayfinding (continued) Page 37	4. If there is a sign, does it meet the accessibility standards? Refer to the standards on page 37. Note any issues below.					
	Comments					
Room accessibility Page 32	5. Does the room have a clear space of 150cm by 150cm to manoeuvre a wheelchair?					
	6. Is the ceiling at least 203cm high?					
	7. Is the room clear of any obstacles and hazards at ground and higher level? Refer to the standards on page 32. Note any issues on the following page.					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 6	Room 7	Room 8	Room 9	Room 10
Room accessibility (continued) Page 32	Comments					
	8. Do objects and surfaces in the room (such as cabinets and tables) feature contrasting colours?					
	9. Is the room well illuminated, well ventilated and free from loud background noises?					
	10. Is the floor surface flat, firm, non-slippery and non-glare?					
	Comments					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Room 6	Room 7	Room 8	Room 9	Room 10
Tasks and activities Page 33	11. Can people with sensory, physical, intellectual, psychosocial or other disabilities use relevant equipment? Refer to page 33 for examples of tasks and activities. Note any issues below.					
	Comments on task and activities					
Fire alarm and escape routes Page 78	12. Is there a functioning fire alarm with visual and audible signals?					
	13. Is there clear signage indicating accessible escape routes?					
	Additional comments on fire alarm and escape routes					

Comments

04 Circulation paths and internal wayfinding

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Circulation paths Page 36	1. Are circulation paths clear of any obstacles and hazards at ground and higher level?	
	2. Is the ceiling at least 203cm high?	
	3. Does the colour of different elements in the circulation paths contrast with the background?	
	4. Do circulation paths have a clear space at least 120cm wide?	
	5. Do circulation paths have turning spaces for wheelchair users that measure at least 150cm by 150cm?	
	6. If the corridor is 15 metres or longer, is there a passing place of at least 180cm by 180cm?	
	7. Are floor surfaces flat, firm, non-slippery and non-glare?	
	8. Are circulation paths well illuminated, well ventilated and free from loud background noises?	
	9. Are there functioning fire alarms installed in all main circulation paths, with both visual and audible signals?	
	10. Is there clear signage in the circulation paths indicating accessible escape routes and safe refuge points?	
Comments		
Internal wayfinding Page 36	11. Are there signs provided in relevant locations within the building that provide directions to rooms, toilets and other relevant areas?	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Internal wayfinding (continued) Page 37	12. Do signs meet the accessibility standards? Refer to the standards on page 20. Note any issues below.	
	Comments	
	13. Is there any visual floor wayfinding signage and/or tactile paving with colour contrast? Refer to the standards on page 38. Note any issues below.	
	Comments	
Doors Page 73	14. If there are doors in the circulation paths, do they meet the accessibility requirements? Refer to the standards on page 74. Note any issues below.	
	Comments	
Steps and stairs Page 62	15. If there are steps and stairs in the circulation paths, do they meet the accessibility requirements? Refer to the standards on page 62. Note any issues below.	
	Comments	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Ramps Page 67	<p>16. If there are ramps in the circulation paths, do they meet the accessibility requirements?</p> <p>Refer to the standards on page 68. Note any issues below.</p>	
	<p>Comments</p>	

Comments

05 General toilets

Information on toilets (floor, gender etc)	Toilet 1:
	Toilet 2:
	Toilet 3:
	Toilet 4:
	Toilet 5:
	If there are more than five toilets, add the additional toilets on page 28-31.

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 1	Toilet 2	Toilet 3	Toilet 4	Toilet 5
Wayfinding and signage Page 37	1. Is there clear directional signage indicating the location of the toilets?					
	2. Are toilets separated by gender with clear signage?					
	3. Do toilet signs meet the accessibility standards? Refer to the standards on page 42. Note any issues below.					
Comments						

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 1	Toilet 2	Toilet 3	Toilet 4	Toilet 5
Doors Page 42	4. Do toilets have doors?					
	5. Can the door be operated by people with limited strength or manual dexterity (for example, using a closed fist)?					
	6. Can the toilets be locked from inside and released from outside by authorised staff in an emergency?					
	Comments					
General toilets Page 42	7. Is the floor surface well drained, waterproof, non-slippery and non-glare?					
	8. Are sanitary bins provided within the toilets?					
	9. Does each toilet have a functioning flush?					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 1	Toilet 2	Toilet 3	Toilet 4	Toilet 5
General toilets (continued) Page 42	10. Is there a washbasin with running water?					
	11. Are soap, paper towel and hand sanitiser provided?					
	12. Can the tap be easily operated by people with limited strength or manual dexterity (for example, using a closed fist)?					
	13. Does the colour of the toilets and washbasins contrast with the background?					
	14. Are toilets clear of any obstructions or hazards at ground and higher level?					
	15. Are toilets free from loud background noises, with sufficient light and good ventilation?					
	16. Are the toilets clean and free from strong smells?					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 1	Toilet 2	Toilet 3	Toilet 4	Toilet 5
General toilets (continued) Page 42	17. Does the number of toilets available for women equal the number of toilets and urinals available for men?					
	18. Is there a functioning fire alarm, with visual and audible signals, installed in the toilets?					
	Comments					

04 General toilets (continued)

Information on toilets (floor, gender etc)	Toilet 6: Toilet 7: Toilet 8: Toilet 9: Toilet 10:
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Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 6	Toilet 7	Toilet 8	Toilet 9	Toilet 10
Wayfinding and signage Page 46	1. Is there clear directional signage indicating the location of the toilets?					
	2. Are toilets separated by gender with clear signage?					
	3. Do toilet signs meet the accessibility standards? Refer to the standards on page 46. Note any issues below.					
	Comments					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 6	Toilet 7	Toilet 8	Toilet 9	Toilet 10
Doors Page 42	4. Do toilets have doors?					
	5. Can the door be operated by people with limited strength or manual dexterity (for example, using a closed fist)?					
	6. Can the toilets be locked from inside and released from outside by authorised staff in an emergency?					
	Comments					
General toilets Page 42	7. Is the floor surface well drained, waterproof, non-slippery and non-glare?					
	8. Are sanitary bins provided within the toilets?					
	9. Does each toilet have a functioning flush?					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 6	Toilet 7	Toilet 8	Toilet 9	Toilet 10
General toilets (continued) Page 42	10. Is there a washbasin with running water?					
	11. Are soap, paper towel and hand sanitiser provided?					
	12. Can the tap be easily operated by people with limited strength or manual dexterity (for example, using a closed fist)?					
	13. Does the colour of the toilets and washbasins contrast with the background?					
	14. Are toilets clear of any obstructions or hazards at ground and higher level?					
	15. Are toilets free from loud background noises, with sufficient light and good ventilation?					
	16. Are the toilets clean and free from strong smells?					

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A				
		Toilet 6	Toilet 7	Toilet 8	Toilet 9	Toilet 10
General toilets (continued) Page 42	17. Does the number of toilets available for women equal the number of toilets and urinals available for men?					
	18. Is there a functioning fire alarm, with visual and audible signals, installed in the toilets?					
	Comments					

Comments

06 Accessible toilets

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Accessible toilets Page 46	1. Is there at least one functioning accessible toilet facility reserved for people with disabilities on every floor? If no accessible toilets are available in the building, go to page 39 of the standards.	
	2. If only one accessible toilet is available, is it available to people of all genders?	
	Comments	
Wayfinding and signage Page 46	3. Is there clear directional signage indicating the location of the accessible toilet?	
	4. Is the accessible toilet clearly labelled with signage which meets the accessibility standards? Refer to the standards on page 46. Note any issues below.	
	Comments	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Doors Page 46	5. Does the accessible toilet have a sliding door or a door that opens outwards?	
	6. Can the door be locked from inside?	
	7. Can the door be released from outside by authorised staff in case of emergency?	
	8. Does the door meet the accessibility standards? Refer to the standards on page 73. Note any issues below.	
	Comments	
General accessibility of accessible toilet Page 46	9. Is there a clear turning space of 150cm by 150cm inside the accessible toilet?	
	10. Is the accessible toilet clear of any obstructions or hazards at ground and higher level?	
	11. Is the floor surface well drained, waterproof, non-slippery and non-glare?	
	12. Is the accessible toilet free from loud background noises, with sufficient light and good ventilation?	
	13. Is the accessible toilet clean and free from strong smells?	
	14. Does the colour of key elements within the toilet contrast with the background?	
	15. Is there a pull alarm system mounted on the ceiling, suspended at a height of 10cm from the floor, and located near the toilet?	
	16. Is there a functioning fire alarm with both visual and audible signals installed in the accessible toilet?	
Comments		

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Toilet Page 47	17. Is the toilet located at the corner of the room?	
	18. Is the centre line of the toilet positioned no more than 50cm from the side wall?	
	19. Is there a clear space of at least 90cm on the open side of the toilet?	
	20. Is the toilet seat at a maximum height of 48cm?	
	21. Is the toilet paper dispenser easy to operate and positioned near the toilet, at a maximum height of 110cm above the floor?	
	22. Is the flush control dispenser easy to operate and positioned near the toilet, at a maximum height of 110cm above the floor?	
	23. Is the detachable bidet shower head (if provided) easy to operate and positioned near the toilet, at a maximum height of 110cm above the floor?	
	24. Is there a sanitary bin located near the toilet?	
	25. Is there grab bar measuring 60cm long on the side wall, located no more than 25cm from the rear wall and at a maximum height of 68cm?	
	26. Is there a moveable U-grab bar on the open side of the toilet and at a maximum height of 68cm?	
	27. Is there a grab bar on the rear wall at a maximum height of 68cm?	
Comments		
Washbasin Page 47	28. Is there a washbasin?	
	29. Is the rim of the washbasin at no more than 74cm from the floor?	
	30. Does the washbasin allow knee space?	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Washbasin (continued) Page 47	31. Is the tap easily operable by people with limited strength or manual dexterity (for example, using a closed fist)?	
	32. Is the tap located on the side of the washbasin?	
	33. Are soap, paper towel and hand sanitiser provided at a maximum height of 110cm and located near the toilet and the washbasin?	
	34. Are vertical grab bars mounted around the washbasin?	
	Comments	

Comments

07 Accessible showers

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Accessible showers Page 52	1. If patients are required to shower in the building, is there at least one accessible shower reserved for people with disabilities on every floor?	
	2. If only one accessible shower is available, is it available to people of all genders?	
	Comments	
Wayfinding and signage Page 52	3. Is there clear directional signage indicating the location of the accessible shower?	
	4. Is the accessible shower clearly labelled with signage that meets the accessibility standards? Refer to the standards on page 36. Note any issues below.	
	Comments	
Doors Page 73	5. Does the accessible shower have a sliding door or a door that opens outwards?	
	6. Can the door be locked from inside?	
	7. Can the door be released from outside by authorised staff in case of emergency?	
	8. Does the door meet the accessibility standards? Refer to the standards on page 73. Note any issues on the following page.	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Doors (continued) Page 73	Comments	
General accessibility of accessible showers Page 52	9. Is there a clear turning space of 150cm by 150cm inside the accessible shower room?	
	10. Is the shower room clear of any obstructions or hazards at ground and higher level?	
	11. Is the floor surface well drained, waterproof, non-slippery and non-glare?	
	12. Is the accessible shower free from loud background noises, with sufficient light, and good ventilation?	
	13. Is the accessible shower clean and free from strong smells?	
	14. Does the colour of key elements within the shower room contrast with the background?	
	15. Is there a functioning fire alarm with visual and audible signals installed in the accessible shower?	
	Comments	
Shower compartment Page 53	16. Is the shower compartment at least 120cm by 120cm	
	17. Is there a foldable seat in the shower compartment?	
	18. Is the seat at a maximum height of 48cm?	
	19. Is the centre line of the seat positioned no more than 50cm from the side wall?	
	20. Does the sit have a back rest?	
	21. Is there a grab bar fixed on the wall on the side of the seat at a maximum height of 68cm?	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Shower compartment (continued) Page 53	22. Is there a foldable grab bar on the open side of the shower seat, at a distance of 82cm from the side wall and at a maximum height of 68cm?	
	23. Is there a grab bar in front of the shower seat at a distance of 90cm from bar the rear wall and at a maximum height of 68cm?	
	24. Is there a shower curtain that is operable from the shower seat and that closes the entire shower compartment?	
	25. Is there a fixed shower head positioned at a distance of 50cm from the rear wall?	
	26. Is there a detachable shower head positioned at a maximum height of 110cm and at a distance of 50cm from the rear wall?	
	27. Are shower controls located on the wall on side of the seat, at a maximum height of 100cm, and at a distance of 50cm from the rear wall?	
	28. Are shower controls easily operable by people with limited strength or manual dexterity (for example, using a closed fist)?	
	29. Is there a pull alarm system mounted on the ceiling and suspended at a height of 10cm from the floor.	
	30. Is there a shelf for toiletries that is accessible from a wheelchair and from the shower seat?	
	31. Is there a towel rail positioned outside the shower compartment?	
	Comments	

Comments

08 Lifts and wheelchair platform stairlifts

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Lifts Page 58	1. If the building has multiple storeys, are there lifts available? If no lifts are available, go to question 17.	
	2. Is there an unobstructed manoeuvring space of 150cm by 150cm in front of the lift?	
	3. Does the entrance of the lift have a clear opening width of at least 90cm?	
	4. Does the internal space of the lift have minimal clear width of 110cm and minimal clear depth of 140cm?	
	5. If the lift is smaller than these minimum dimensions, is there a mirror mounted on the rear wall to enable wheelchair users to see the space behind them when leaving?	
	6. Are lift controls inside and outside the lift located at a height of between 90cm and 110cm, and at least 40cm from any side wall?	
	7. Do the colour of the lift and of lift controls contrast with the background?	
	8. Do control buttons have raised tactile characters?	
	9. Is there at least one handrail inside the lift, located at a height of 90cm, and in a position that does not obstruct lift controls?	
	10. Is the lift well illuminated, well ventilated and free from loud background noises?	
	11. Is the floor surface flat, firm, non-slippery and non-glare?	
	12. Is the lift clear of any obstructions or hazards at ground and higher level?	
	13. Is there an emergency communication system installed in the lift?	

Accessibility standards document reference	Guiding questions	Yes ✓ No ✗ N/A
Lifts (continued) Page 58	14. Do the lift doors allow sufficient time for people to enter or leave the lift without coming into contact with closing doors, and are they fitted with re-opening activators?	
	15. Does the lift provide audible information to people using or waiting for the lift?	
	16. Is there a fixed or foldable seat provided within the lift?	
	Comments	
Wheelchair platform stairlifts Page 59	17. If lifts are not available, are there wheelchair platform stairlifts installed?	
	18. Are written and visual information instructions to operate the stairlift available and clearly visible?	
	19. Is the stairlift platform folded when parked or in stationary position?	
	20. Does the platform have a minimum clear dimensions of 80cm by 125cm?	
	21. Are foldable safety bars provided around the perimeter of the platform?	
	22. Is the speed of the platform lower than 15cm per second?	
	23. Is the platform operated through continuous pressure on the controls, and can it be operated by people with limited strength or manual dexterity?	
	Comments	

Comments

Permission for collection and use of content

Translate and/or read this statement

We request your permission to take photos and/or videos of this building and yourself, interview you and record your voice. If you give your permission, your content may be used:

- in external communications (including TV, fundraising, websites, social media, newspapers and magazines, radio, posters, exhibitions)
- by ourselves, our partners, donors and supporters
- internationally and in your country
- to show the challenges you have faced, or how you have benefited from our support. If you give your permission, we will store your content securely for up to five years, after which it will be archived with restricted access. Occasionally it may be used for longer than five years.

You have the right to refuse, and this will have no impact on the support you may receive from us.

Participant details

1. Name of participant:

2. Location and building:

3. If signing on behalf of a group/institution, your position:

4. Do agree for your full, real name to be used? (if no, please give details): **Yes / No**

.....

5. Any other notes or special instructions:

.....

Participant declaration

I sign to say I understand the information above and give my consent for my photo, video, story and voice to be collected and used as described.

Participant:

Date:

To help us match permission to photos, please write a description of the participant (eg describe clothing or other distinguishing features):

.....

.....

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.....
5. Any other notes or special instructions:

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.....

5. Any other notes or special instructions:

.....

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Date:

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.....

.....

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Translate and/or read this statement

We request your permission to take photos and/or videos of this building and yourself, interview you and record your voice. If you give your permission, your content may be used:

- in external communications (including TV, fundraising, websites, social media, newspapers and magazines, radio, posters, exhibitions)
- by ourselves, our partners, donors and supporters
- internationally and in your country
- to show the challenges you have faced, or how you have benefited from our support. If you give your permission, we will store your content securely for up to five years, after which it will be archived with restricted access. Occasionally it may be used for longer than five years.

You have the right to refuse, and this will have no impact on the support you may receive from us.

Participant details

1. Name of participant:

2. Location and building:

3. If signing on behalf of a group/institution, your position:

4. Do agree for your full, real name to be used? (if no, please give details): **Yes / No**

.....

5. Any other notes or special instructions:

.....

Participant declaration

I sign to say I understand the information above and give my consent for my photo, video, story and voice to be collected and used as described.

Participant:

Date:

To help us match permission to photos, please write a description of the participant (eg describe clothing or other distinguishing features):

.....

.....

Permission for collection and use of content

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