



CHELMSFORD CITY RACECOURSE

Personal Assistant (Accessibility) Application Form 2024

Part 1: Application Process for Personal Assistant (PA) Ticket

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

- All applications for events and feature days, must be sent in at least 1 week prior to the date, as tickets are limited.
- Send us your completed Access Requirement Form and any supporting evidence
- We will endeavour to respond within 5 working days to confirm or discuss your requests.
- Once your booking is confirmed, your tickets will be held for collection at the gate on the day of the event unless otherwise agreed.

Please note that there is limited availability for 2 for 1 PA tickets, PA tickets are not guaranteed until we are in receipt of your completed form and supporting documentation, which has been approved by the Racecourse office and we are able to accommodate your request. We will then be in contact to make your booking and take payment. We reserve the right to decline your request if the required documentation is not provided.

PA admission policy does not apply to persons under the age of 18. It is the racecourse's policy that all those under the age of 18 must be accompanied by a responsible adult at all times, who must purchase their own ticket.

All PA Tickets are for standard full price general admission entry only (the discount is not applied to the online price). **PA tickets are only available on completion of this form and pre-purchased tickets before an application is submitted cannot be upgraded.** Hospitality 2 for 1 PA tickets are available on application only.

Part 2: Personal Details (please complete all sections)

Name: _____

Address: _____

Mobile: _____

Email: _____

Part 3. Access Provision Request

Date of raceday/event you are booking for: _____

Raceday/event Name (if applicable): _____

Please check the box next to the access provision you would like to book.

- A free ticket for a personal assistant (2 for1 PA ticket)
- A Viewing Platform*/Area wristband (plus access to stewarded accessible toilets) where applicable

* Please note that not all events provide cover or have a dedicated Viewing Platform.

Part 4. Information / Evidence

Evidence is required to gain a 2 for 1 PA ticket and where applicable, a viewing platform wristband.

A photocopy, scan or screen shot 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. However, please note that 2 for 1 PA tickets are limited and are bookable on a first come first served basis.

Please check the box next to the evidence you wish to submit:

- Front page of DLA letter (no specific rate required)
- Front page of Personal Independence Payment (PIP) (England or Wales)
- Front page of Adult Disability Payment (Scotland)
- Front page of Attendance Allowance letter (no specific rate required)
- Evidence that registered severely sight impaired (blind)

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 5: Submitting your form

Please email your completed form to: info@chelmsfordcityracecourse.com

Or, post to: PA Access Requests, Chelmsford City Racecourse, Moulsham Hall Lane, Great Leighs, Chelmsford, Essex, CM3 1QP

If you have any questions about this process, please contact the Racecourse at info@chelmsfordcityracecourse.com or call 01245 360 300

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

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.

Part 6. Access database

We would like to retain data for your convenience, so that you do not need to re-submit evidence multiple times, as long as the information/documentation we hold for you is still valid. This will only be held for 12 months or until the expiry date of the proof, whichever is the earliest, after which time we will require new up to date evidence.)

If you would be happy for us to retain the data submitted with this form, please tick this box:

We will not share your data with any third-party organisations.