

Venue name:

Address:

Nearest cross street or major landmark:

Phone:

Fax:

TTY:

E-mail:

Website:

Transport	Yes	No	Comments
Can you get to the venue by public transport? If so, list available public transport			
Is public transport accessible?			
How far are public transport stops from your venue?			
Can people be dropped off and picked up outside your venue?			
Is there a clear path, free of hazards, leading to your venue?			
Is there parking at your venue?			
Are there any designated accessible parking spaces? If yes, how many?			
Can a person in a wheelchair travel easily from the parking space/s to your venue?			
Can people book parking spaces?			
If parking is not available at your venue, where is the nearest place people can park?			
General Access	Yes	No	Comments
Is wheelchair access via the main entrance?			
If no, how do people in wheelchairs enter your building? (You may want to draw a map)			
Is the main entrance to your venue free of trip hazards?			
Is the space in your venue free of hazards that might block pathways, for example pot plants, jutting displays?			
Are any hazards clearly marked?			
Are all the public spaces in your venue wheelchair accessible?			
If no, which areas can a person in a wheelchair not enter?			

General Access continued	Yes	No	Comments
Do you use tactile indicators in your space (for example: changes in surface that can be felt with a cane, marking on stair rises, or Braille lift buttons)?			
Do you use luminous indicators in your venue?			
Do you use colour contrast in your venue (for example changes in colour to indicate step rises)?			
Are the noise levels in your venue reasonable?			
Are there any quiet areas in the venue in which people can rest?			
Are all glass areas (for example doors and walls) clearly hazard marked?			
Is there enough room on pathways and ramps for people to move with a companion (recommended 2000mm)?			
Do ramps have handrails?			
Do ramps have resting points?			
Stairs & Escalators	Yes	No	Comments
Do stairs have handrails?			
Are the stairs of a standard height?			
Are stairs slip resistant?			
Are escalators clearly signposted?			
Do escalators have a handrail?			
Are the steps of the escalator hazard free (e.g. no wide gaps that a shoe may get stuck in)?			
Are escalators easy to get on and off?			
Do escalators move slowly enough for slower patrons to use them?			
Lifts	Yes	No	Comments
Can the lift be used independently by a person in a wheelchair (are buttons at a suitable height, is the door a width of 1100mm)?			
Is the lift large enough to accommodate a number of people using wheelchairs? (Recommended at least four people)			
Does the lift have Braille buttons?			
Does the lift have audio announcements?			
Are light indicators used to show floors?			
Is the lift clearly signposted and easy to find?			

Doors and doorways	Yes	No	Comments
Are automatic doors provided in the venue?			
If no, are doors easy to open?			
Are doors wide enough to cater for people in wheelchairs (width of 1100mm or larger)?			
Floor surfaces	Yes	No	Comments
Are floor surfaces even?			
Are floor surfaces slip resistant?			
Are floor surfaces easy for a person using a wheelchair to move over?			
Lighting	Yes	No	Comments
Is lighting even in the venue?			
Are there well-lit areas for people that use sign language or lip read to communicate in?			
Are any hazards well lit?			
Toilets/Bathroom	Yes	No	Comments
Does the venue have accessible toilets?			
Are accessible toilets unisex?			
Are accessible toilet stalls located in general toilet blocks?			
Are accessible toilets clearly identified?			
Is it possible for a person using a wheelchair to easily close the toilet door behind them?			
Are there grab rails next to the toilet?			
Is there enough room for a person to manoeuvre themselves from a wheelchair to the toilet?			
Are toilet buttons easy to reach?			
Are basins (and basin taps) accessible for a person using a wheelchair?			
Are hand dryers or towels accessible for a person using a wheelchair?			
Are mirrors at a height where they can be used by a person using a wheelchair?			
Is there an alarm button for people to use in an emergency?			
Shade and Shelter	Yes	No	Comments
If shade and shelter is provided for outdoor areas is this accessible for people using wheelchairs?			

Hearing Augmentation Systems (Hearing Loops and Infra-red)	Yes	No	Comments
Is a hearing augmentation system available in the venue?			
If yes, what type of system is available?			
Are there signs to indicate the availability of the system and where it is located?			
What areas of the venue or seating areas are linked to the system?			
Can people use the system without having to book?			
Are staff aware of how to use the system?			
Is the system regularly checked and maintained?			
Smoking Areas	Yes	No	Comments
If smoking areas are provided, are these accessible for people using wheelchairs?			
Signage	Yes	No	Comments
Is signage clear and legible through the venue?			
Are signs provided to indicate pathways through the venue?			
Is the colour of signs easy to read (black or a dark colour on a background of 70% contrast)?			
Is the font and size of signs easy to read (sans serif, over 22-point in height)?			
Are tactile signs (for example, Braille) used in the venue?			
Is signage well lit at night?			
Are warning signs used if strobe lighting, smoke or explosive sounds are used in the venue?			
Food and Beverages	Yes	No	Comments
Can people have food and beverages delivered if they use a wheelchair and can not access the bar?			
Can people bring their own food and beverages into the venue, if they require them for taking medication?			
Is free water available for taking medication?			

Seating and Service Areas	Yes	No	Comments
Is rest seating available in the venue?			
Does seating have armrests?			
Is seating easy to rise from (not too low to the ground)?			
In theatre areas or auditoriums, what areas can people using wheelchairs sit in?			
Do wheelchair seating spaces allow people to sit with their companions?			
Does seating allow a guide dog to sit underneath a chair?			
Are service counters (eg. ticketing booths or bars) at a height that can be accessed by a person using a wheelchair?			
Are furniture or fittings free of hazards (eg. no sharp corners)?			
Wheelchair Hire	Yes	No	Comments
Can people hire or borrow a wheelchair at your venue?			
If so, how is this arranged?			
Guide Dogs	Yes	No	Comments
Is water available for a guide dog?			
Is there an area where a guide dog can be toileted?			
Is there a quiet area where a guide dog can rest?			
Emergency Exits	Yes	No	Comments
Are emergency exits accessible to a person using a wheelchair or with limited sight?			
Are both visual and audio warnings provided in an emergency?			
Communication	Yes	No	Comments
Is information about the venue available in a range of formats (for example printed material, large print, audio, website)? Which formats are used?			
Is information about goods and services (eg. programs or menus) available in a range of formats? Which formats?			
Is printed information easy to read?			

Telephones	Yes	No	Comments
Does the venue have a TTY phone system?			
If yes, are staff aware of how to use it?			
If yes, can members of the public use it to make outgoing calls?			
Is there a public telephone at a height suitable for use by a person using a wheelchair?			
Staff Awareness	Yes	No	Comments
Have staff undertaken disability awareness training?			
Do staff have experience assisting patrons with a range of disabilities and/or specific needs?			
Are staff available to provide assistance to patrons?			
Do any staff members have sign language skills?			
Is there a staff member with responsibility for access or for patrons with a disability? Who is this?			

Audit completed by:
Date completed:

The summary of your access audit should help you answer the following questions. These questions will provide a useful guide for identifying what information to put on your publicity and marketing materials.

Mobility Disability:

- Is there accessible parking available?
- Is the main entrance accessible? If not, where is there an accessible entrance?
- Are all sections of the venue accessible to a person in a wheelchair?
- Are there accessible toilets?
- Are there accessible seating/rest areas?
- Are service areas accessible?

Hearing Disability:

- Is there any hearing augmentation available?
- Is lighting suitable for people lip reading/signing?
- Is noise kept at a reasonable level?
- Is information about goods & services available in a written format?

Sight Disability:

- How difficult is it to negotiate this venue?
- Are there tactile ground surface markers used and colour contrasted features?
- Are lighting levels adequate?
- Are hazards clearly marked out?
- What provisions are available for guide dogs?

Additional Information:

- Does the venue use effects like flashing lights, strobes, smoke that may affect a person with a disability?