



City of Bayswater - Universal Access Checklist



This Checklist is a guide to inform the planning of events and functions to ensure that accessibility for people of all ages and abilities has been considered. We encourage you to consider all the items on the checklist, particularly those labelled as “minimum standards”.

❖ **DENOTES MINIMUM STANDARDS**

PARKING

Accessible parking bays

- | | Yes | No |
|--|--------------------------|--------------------------|
| ❖ Does the venue have an accessible parking bay (s)? | <input type="checkbox"/> | <input type="checkbox"/> |
|  ❖ Is the accessible parking bay(s) identified by the international symbol of access? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the distance from the car park to entrance less than 40m? | <input type="checkbox"/> | <input type="checkbox"/> |

PATHWAYS

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| ❖ Is there a continuous accessible path of travel, including kerb ramps, to the building from the: | | | |
| ○ Accessible parking bay/s? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Set down area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ If there are steps to the building: | | | |
| ○ Is there a ramp available for wheelchair users? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Do all steps have handrails? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is there a contrasting strip on step edges? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Does the ramp lead to the main entrance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

THE BUILDING

Entrance

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| ❖ Is the entrance threshold level? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the entrance door easy to open for people with walking aids and using wheelchairs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Internal environment

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • Is the inquiry or reception counter/desk low enough for a wheelchair user? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the venue have an accessible path of travel (or lift) from the front entrance to all areas guests will use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are internal steps: | | | |
| ○ Is there a contrasting strip on step edges? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FACILITIES

	Yes	No	N/A
❖ Does the venue have accessible toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
❖ If internal, is the toilet situated on the same floor as the function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SIGNAGE

Does the venue have clear, directional signage to:

❖ Event / function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
❖ toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE FUNCTION/EVENT

	Yes	No	N/A
• Have you considered engaging an interpreter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the venue have an audio loop installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
❖ Are there sufficient walkways (1000mm or wider) in the function room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
❖ Is there 900mm of space between tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
❖ Is there 710mm to 840mm of space under the table to allow a wheelchair to slide comfortably underneath?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MARKETING

The following is a checklist that is in keeping with requirements of the City's Disability Access and Inclusion Plan, to support the drafting of promotional materials for the event/function.

	Yes	No	N/A
• Do invitations and promotional material use sans serif fonts (such as Univers, Helvetica or Arial)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is all text a minimum of 12 point type size?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are invitations and promotional material printed in contrasting colours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is text uncluttered with no background graphics, patterns and watermarks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do invitations or promotional material state if a venue is accessible to people who use wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do invitations ask guests for any access requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is written promotional material available on request in alternative formats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do all written promotional materials list transport options (transport logo or nearest bus/train information)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Much of the content contained in this document is derived from the Disability Services Commission's Information Checklist extracted from their Access & Inclusion Resource Kit.