



This guide is written to give you an idea of the contents your guide could include. Edit, expand, amend – we hope you find this template a good starting point for your project

An Access Guide carries a whole host of useful information to help disabled people get the most out of living in or visiting an area. It needs to bring the most important information clearly and quickly to the reader's attention and this is often done with the use of symbols so as to avoid long lists of repetitive text.

## Contents

- Introduction to the city centre
- Introduction to the area
- How to use this guide
- Disabled access and the law (Disability Discrimination Act). Or a mission statement from the LA about what they are doing to enhance disabled access.
- Useful contacts and details of online services/information



A 'Key to Symbols' can sit on the inside front cover like a bookmark page – check with our production department to see if this feature can be added to your guide.

- Map and Tourist Information
- Street gradients
- Transport
- -Buses, trains, car parks
- Shop Mobility and Shopping districts
- Listing of shops/services including website information will vary according to the LA. It could have a complete A-Z and can be ordered by service, or just by alphabet.

## Possible headings for services

- Banks, Building Societies and Bureau de Change
- Colleges and Universities
- Dining
- Entertainment, Theatre and Cinema
- Hospitals and Hospices
- Hotels and Accommodation
- Leisure and Sports Facilities
- Museums and Libraries
- Open Spaces and Countryside
- Places of Worship
- Tourist Attractions (and 'what to see' guided tour)
- Voluntary organisations and charities that offer services to disabled people

Any of these headings can be expanded if there is a particular focus for that area.

Please do get in contact with any suggestions and ideas on how to make this guide even more informative and useful.

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