**DDA Booking Form**

**Please fill out the below details and submit your completed form to** [**DDA@koko.uk.com**](mailto:DDA@koko.uk.com)

**If you have any questions about this process, please contact us on 0207 388 3222 and we’ll be happy to help you.**

***When submitting documents to support your application, we ask that where possible you scan evidence and attach it with your form when emailing. This helps to speed up the process considerably. 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.***

**EVENT NAME:**

**EVENT DATE:**

**Section 1 – Personal Details**

**Name:**

**Address:**

**Tel:**

**Email:**

**How would you prefer for us to contact you, if necessary? Tel** ☐ **Email** ☐

**Section 2 – Access Provision Details**

**Please check the box next to the access provision(s) you would like to book:**

**A free ticket for a companion / personal assistant (2:1 ticket) ☐**

**A Viewing Platform space for you and your companion / personal assistant ☐**

**Space to cater for a wheelchair ☐**

**If you have other access requirements that are not covered by access to a viewing platform or area, please describe them below, and we shall make every effort to make a reasonable adjustment to meet your needs if possible.**

**Section 3 – Information/Evidence**

**If providing evidence is not possible, please try to give us as much information as you are able, to help us ensure we can make you as comfortable as we can during your visit.**

**A photocopy / scan 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.**

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

**-Front page of DLA/PIP letter (no specific rate required) ☐**

**-Front page of Attendance Allowance letter (no specific rate required) ☐**

**-Front page of War Disablement Pension ☐**

**-Evidence that registered severely sight impaired (blind) ☐**

**-Recognised Assistance Dog ID card ☐**

**-CredAbility Access Card (+1 requirement stated) ☐**

**-None of the above (see below) ☐**

**We recognise that the evidence above is not definitive. If you do not have any of the above evidence but wish to apply for our access facilities, use the box below to state why you require them. (Please do feel free to keep intricate details out of this, unless imperative to helping us ensure you have the service(s) you need)**

**Section 4 – Database Permissions**

**We would like to retain data for your convenience, so that you do not need to re-submit**

**evidence every year. You can then contact us to rebook access facilities without having to submit a form**

**and evidence. If you would be happy for us to retain the data submitted with this form,**

**please tick this box: ☐**

***Please note that all collected data will automatically be deleted in 3 years of submission if***

***you do not request access facilities in this time. We will not share your data with any third-party organisations.***