





How accessible is your business?

Use this checklist with the guide to learn how you can make your business more accessible.

Under the *Disability Discrimination Act (1992)* it is illegal to discriminate against a person with a disability by:

- Refusing access to, or use of the premises or facilities, or setting special conditions of use
- Failing to provide a means of entry to the premises
- Requiring a person to leave a premises or stop using facilities without reason
- Refusing to provide goods and services or setting special conditions on provision to a person with a disability
- Providing goods and services in a way that is not accessible to a person with a disability

Your details

Name of Business	
Business Phone Number	
Person Completing Checklist	
Date Completed	
Review Date	

For further information and/or assistance, please contact

Rights and Responsibilities

Staff are aware that improving access to your busi compliance with the *Disability Discrimination Act* (

Making Your Business Welcoming

Staff have received disability awareness training

Your 'Becoming Accessible' sticker has been place

Staff are aware of communication strategies

Staff are aware of the rights of customers with guid and assistance animals

Staff know the location of the nearest accessible of

Background noise (e.g., loud music) is kept low

Lighting is bright enough and constant throughout

Accessibility of your business is promoted (e.g., or

Signs are clear, easy to read and use high contrast

Making Your Business Accessible

Entrance to your business is clear of obstacles

Furniture and fittings do not prevent access

EFTPOS machines are accessible

Accessible toilet is available

Making Your Business Communication Friendly

Staff are familiar with communication strategies

Pen and paper is available for a customer to write

Communication board is available

Staff are familiar with the National Relay Service

Making Written Information Easy to Read

Formatting of documents is in line with written con

Alternative formats are available for customers

PRINT

iness will increase your (1992)	YES	NOT YET

	YES	NOT YET
ced in a visible position	YES	NOT YET
	YES	NOT YET
ide dogs	YES	NOT YET
car space	YES	NOT YET
	YES	NOT YET
t your business	YES	NOT YET
online and/or signage)	YES	NOT YET
st colours	YES	NOT YET

YES	NOT YET
YES	NOT YET
YES	NOT YET
YES	NOT YET

У		
	YES	NOT YET
e something down	YES	NOT YET
	YES	NOT YET
	YES	NOT YET

mmunication guidelines	YES	NOT YET
	YES	NOT YET



Comments

Project Partners









living well in your community



9















