



ORKNEY BUSINESS DIRECTORY AND ACCESS GUIDE

A comprehensive business directory and access guide has been jointly prepared by Orkney Islands Council, Orkney Enterprise and Orkney Disability Forum, for use by all residents of Orkney and visitors to the county. Entry in this publication is FREE and your assistance is requested to make sure that it is comprehensive, accurate and useful, by completing the attached questionnaire and returning it as soon as possible. If your business is already listed and you require to update some details you may wish to simply email the details to update@orkneybusinesses.co.uk instead.

The directory may be viewed online at www.orkneybusinesses.co.uk, and it is important to keep the database of information up to date. Periodically a printable version may be assembled from the database for download as an Adobe Acrobat pdf file, available from the website.

We ask you to complete a short questionnaire regarding your current access information if appropriate. Inclusion in the directory and access guide will allow your business to make its presence known for years to come, and assist your customers in contacting and visiting you.

If you are no longer trading, or do not wish to participate, please write this on the questionnaire and return it to the address below, or email update@orkneybusinesses.co.uk

Questionnaire

Please complete the following 3 pages to enable us to include your business in the Orkney Business Directory and Access Guide. This guide is being produced by Orkney Enterprise, Orkney Islands Council and Orkney Disability Forum (collectively The Publishers).

Information gathered will be processed in accordance with the Data Protection Act 1998, and will be used to maintain a publicly accessible register, in printed and online form. A CD version of the website will also be made available. Reasonable steps will be taken in creating the electronic versions of the register to prevent use for bulk marketing or 'spam' purposes. However if you wish your email address to be withheld from the website and printed guide please indicate accordingly in the Business Details section below.

The Publishers may wish to use the contact information provided to let you know about services or events relevant to your business, unless you indicate otherwise.

The Publishers can accept no responsibility for any error or omission in transcribing or presenting the information provided, but will provide draft versions for checking before going to press with the printed version.

If you subsequently wish for the details of your business or for the consents above to be amended, please contact Orkney Enterprise, and the relevant changes will be made at the next revisions of both the printed and electronic registers.

Business details

- I consent for the information provided following to be used to maintain a publicly accessible Business Directory and Access Guide. Yes / No
- I consent for The Publishers to use the contact information provided to let me know about their services or events relevant to my business. Yes / No
- I warrant that the information provided is accurate and that I am entitled to represent it on behalf of the business named below. Yes / No

Signed..... Position.....Date.....

Please enter or amend the following details as appropriate-

Business name:

Business address:

Parish:

Postcode:

Contact name (optional):

Business telephone:

Business fax:

Business email:

Display email on website and printed guide? Yes / No

Business website:

Nature of business (less than 10 words):

Opening hours:

Number of employees (optional):

Classification of business

The classifications to be used in the business directory and disabled access guide are listed on separate sheets, also enclosed.

Please select the appropriate classification(s) from the categories listed on the website, www.orkneybusinesses.co.uk, or suggest a new one if none are applicable.

We ask that you try to restrict your business to as few classifications as possible, preferably one!

Classification(s) from list _____ or Other _____

Accessibility information

Most businesses offer goods and services that require some form of physical access to premises for their customers. To allow us to display the type of access that customers can expect we ask that you complete as much of this form as possible. If, however, accessibility to premises is not necessary for customers to have access to your business (e.g. grass cutting or mobile hairdresser) or if you choose not to provide any information, please select either of the following two statements:

- Nature of business or service provided does not require customer access to premises, or can be carried out at customer's chosen location
- I choose not to provide information on accessibility

Otherwise please mark the boxes which are applicable to your premises:

- Parking within 50m of entrance along a sealed surface (e.g. tarmac, paving...)
- Disabled parking within 30m of entrance along a sealed surface
- Highly visible signage locating access to premises

- Level entry Ramped entry 1 or 2 steps at entry
- More than 2 steps at entry

- Handrails available at entrance
- Entrance door(s) less than 80cm clear open width
- Entrance door(s) 80cm or more clear open width

- Level interior Ramped interior Stepped interior
- Handrails beside steps within interior of premises
- Areas of concern are brightly lit and coloured
- Good lighting and signage within premises

- Goods & services on more than one floor
- Lift available Stair lift available

- corridors and aisles of widths less than 0.9m
- corridors and aisles of widths between 0.9m and 1.2m
- corridors and aisles of widths 1.2m or more
- interior doors of clear opening widths less than 0.7m
- interior doors of clear opening widths between 0.7m and 0.75m
- interior doors of clear opening widths 0.75m and more

- wheelchair adapted toilet(s) available (minimum 1.5m x 2m)
- adapted toilet(s) available (non-wheelchair)

- guide dogs welcome staff experienced in assisting people with disabilities
- literature in large print available induction loop available
- additional facilities available (eg. seating available for customers; or hoist available over bath; or meals available in room)

please list