

## **How to complete the accessibility facilities form**

The deadline to complete this form is: **Friday 11 July 2025.**

**If you don't fill out this form by the deadline then any accessibility facilities, you currently have will disappear and you will not be featured on accessibility pages and searches across the website.**

Click on the correct form from the below list (also in the email) to open it in Google Forms

<b>Hotels, B&amp;Bs, Guesthouses and Serviced accommodation</b>	<a href="https://forms.gle/dEN18Z8gPNWqZgMMA">https://forms.gle/dEN18Z8gPNWqZgMMA</a>
<b>Self-catering accommodation</b>	<a href="https://forms.gle/8WgqjREbTooUUAko8">https://forms.gle/8WgqjREbTooUUAko8</a>
<b>Attractions, activities, experiences and retail</b>	<a href="https://forms.gle/azUovGde3mntKoV29">https://forms.gle/azUovGde3mntKoV29</a>
<b>Food and drink</b>	<a href="https://forms.gle/fz3pjeKYTsV4qQ8x5">https://forms.gle/fz3pjeKYTsV4qQ8x5</a>
<b>Camping, glamping and holiday parks</b>	<a href="https://forms.gle/jrk9qMHNeiGX8fYR7">https://forms.gle/jrk9qMHNeiGX8fYR7</a>

### **Multiple listings**

If you have multiple website listings on Visit Telford, you will need to complete a separate form for each of these listings\* as we need the unique URL for each listing per form.

For example, you may have a hotel listing, plus a separate listing for your restaurant and then another for your spa.

**\*Please note that this does not apply to event listings, only your main business listings.**

You can use the site search (magnifying glass icon) in the top right of our website to find all your listings.

If you aren't sure which listings you have on the website, please reach out to us at [hello@visittelford.co.uk](mailto:hello@visittelford.co.uk) so we can help.

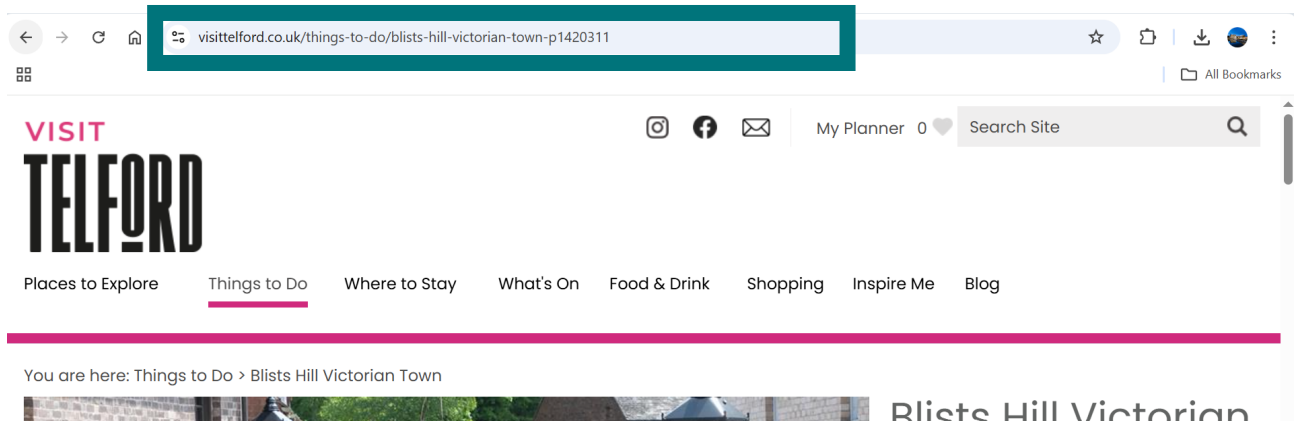
### **Which form?**

Please choose the form above that most applies to the listing. If unsure, please ask us.

1. Please add in your email, so that we know who to contact if we need to check anything
2. Please add the URL of your business on Visit Telford

**PLEASE DO NOT** add your own business URL in here, this is important because it enables the automatic update of your facilities in our system and will not work without the correct address.

You can simply copy and paste from the URL bar at the top of the page onto the form. Click into the bar at the top of the page, copy and then paste into the form.



e.g. <https://www.visittelford.co.uk/things-to-do/blists-hill-victorian-town-p1420311>

**Add the name of your Business and click 'Next'**

**Please click 'Yes' on any facilities that apply to your business**

Please note that the website will only display features for your venue that you select 'yes' for, for example if you do not have facilities for assistance dogs, then no reference to this will be published.

### Top tips for completing the form

**Be accurate and honest** – only tick features you currently offer.

**Use the guidance** – read the notes next to each question for clarity.

**Keep listings updated** – review your listing at least once a year or whenever you make changes.