

Hastings Access Sub-Committee

Access Friendly Appraisal



Business Name: _____

Contact Person: _____

Address: _____

Tel: _____ Email: _____

This appraisal sheet is used to determine if the business is access friendly

Date: _____ Reviewer: _____

THRESHOLD CRITERIA	Please Circle
Main entry access to premises	
Are there step/s to be negotiated to enter premises	Yes / No
If there are any step/s is an access ramp available	Yes / No
What is the clear entry doorway width (minimum clear width required 900mm)	Yes / No
Space between display fixtures - aisle width	
Minimum aisle width required 1200mm	Yes / No
Is there circulation / turning space between aisles Minimum width required for circulation 1500mm	Yes / No
Aisles clear of obstructions - do point of sale displays obstruct clear aisle width ?	Yes / No
Access to serving counter	
Is there clear access to appropriate payment facilities	Yes / No

If all "Yes" proceed to next page. If any "No" business is not access friendly.

CRITERIA (select which are appropriate to the business)	Yes /No /NA
Advertising	
Access advantages advertised. For example if you have wheelchair access, include in your promotions and advertising	
Store signage. E.g. clear signage of entrances, exits, reflective glass with safety markings, external signage non obstructive	
Access	
Designated Accessible parking space/s	
Accessible path to entrance	
Entrance and general space free of hazards. (Obstructions, overhanging trees etc.)	
Level access or changes in level clearly visible/obvious/marked	
Room for companion to move	
If ramp, ramp is clearly marked	
Stairs /Lifts	
Stairs have securely fixed handrails	
Each step has a contrasting colour strip (nosing)	
Each step has a solid riser	
Tactile Ground Surface Indicators before and after staircase	
Lifts able to be operated by people who use a wheelchair	
Lifts have Braille buttons	
Seating & Service	
Companion seating	
Rest seating available	
Seating at suitable height (easy to rise from)	
Service counter – wheelchair access height	
Toilet / Bathroom (if provided)	Yes /No /NA

Accessible toilet provided. Under building laws an accessible toilet is Unisex	
Room to close door behind wheelchair	
Handrail next to toilet	
Wash basin / hand dryers/towels at accessible height	
Emergency call button	
Shower has seating	
Hearing Augmentation	
Systems/loops and staff able to advise on use	
Guide Dogs	
Water available	
Rest area available	
Doors & floors	
Automatic – if not, handles at accessible height & easy to open	
Wide enough for someone using a walking frame or wheelchair to pass through	
Floor mats are secure and flush with surrounding floor	
Non-slip flooring	
Good Service	
Clear sight lines between the entry and the counter	
Signage clear and easy to read. (Product pricing labels clear, use of high contrast colours, large print menus)	
Able to cater for hearing impaired	
Electronic payment systems such as EFTPOS have cords long enough to reach people in a wheelchair	
Staff	Yes /No /NA

Able to assist. (Ask if they would like help, do not assume they need help)	
Products and services can be home delivered (if requested)	
Initiative / special service we provide that assists people with a disability:	
Other	

Options for improvements

Is business Access Friendly?

Yes / No

