

# Request for permission to bring visitors onto University premises

## GUIDANCE ON SUBMITTING YOUR REQUEST

### 1. When to use this form:

This form is for use by students who wish to bring visitors onto University premises for the purposes of taking part in a course activity, for example a film or photography shoot.

### 2. Participants under the age of 18

Please note that if any of your participants are under the age of 18, you will need to complete a separate permission form for these individuals. This is to enable the University to fulfil its obligations to safeguarding people aged under the age of 18 and ensure that the appropriate parental consent is obtained.

If you are intending to include a person aged under the age of 16, please complete the additional form for **Participants under the age of 16**. You should include details of all participants **aged under 18** on this form, even if some of your participants are not under 16.

If one or more of your participants is aged 16 or 17, but not under 16, you can use the **Participants aged 16 and 17** form.

Please note that you do not have to include details of anyone aged 18 or over on this additional form.

### 3. Your planned activity

Please complete all of the information requested in this section. If you do not have the exact dates of your planned activity at point of application, please specify the number of days over which the activity will take place. Note that exact dates and times must be submitted to the Course Leader and relevant Workshop Manager at least 5 working days before to the planned activity.

### 4. Participant details

Please complete all information for each non-University participant in your activity. If any of these details change between the time that you submit the form and your planned activity, please email [aro@norwichuni.ac.uk](mailto:aro@norwichuni.ac.uk).

### 5. Declaration

You are required to sign the declaration confirming that you understand that any visitors must be supervised by you at all times. You should also ensure that you have completed the relevant health and safety and risk assessments as required, and that you have agreed any content with your Course Leader. You should also ensure that you have obtained all relevant permissions/waivers from your participants.

### 6. Participants with mobility related disabilities

If any of your participants have a mobility-related disability please ensure that the location you have chosen will be accessible for them. If you have any queries about accessibility please contact your Course Leader or Unit Tutor in the first instance.

### 7. Timescale

Your form should be submitted at least 7 days in advance of your planned activity. This is particularly important if your participants are aged under-18 as the University must obtain the relevant parental consent before your activity can take place.

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### SUBMISSION PROCEDURE

