



Learning, Culture and Children's Services
Libraries and Heritage
Mill House
North Street
York
YO1 6JD

Application for inclusion on the Yortime directory

Please complete in BLOCK CAPITALS. New Entry / Amendment – (please delete as applicable)

Section 1

Group Name

Brief description of group

So that people will know why the group exists (20-25 words)

Website address

Section 2

This section is to help people using the website find the sorts of topics or activities they are interested in. If you are not sure which category to tick leave the section blank and the Yortime website administrator will select a category for you.

Category (please tick **one** only)

Arts & humanities

Learning & play

Sport & recreation

Card & board games

Nature & the environment

Support & action groups

Community centres/venues

Science & technology

Travel, transport & tourism

Health & wellbeing

Social clubs

Work & business

Hobbies & interests

Society & culture

Youth organisations

Key words

To help people find your group when they search the website please choose between 5 and 10 single 'key words' which you think people looking for a group like yours would think of.

Section 3

* Not for publication

Contact name or title (e.g. 'the secretary')	<input type="text"/>	<input type="checkbox"/>
Address	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	
	<input type="text"/>	
Post Code	<input type="text"/>	
Email Address	<input type="text"/>	<input type="checkbox"/>
Phone Number	<input type="text"/>	<input type="checkbox"/>

* We need your contact details so that we can contact you about any future updates or changes to the Yortime website. If you want any of these details to not show on the website please indicate this by ticking the 'not for publication' box. We may share contact information with other teams within the council for the purpose ensuring

Section 4

Venue name	<input type="text"/>
Venue address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone no	<input type="text"/>
Area of York	<input type="text"/>

Meetings or opening times

Fees/Subscriptions (include details of concessions if applicable)

Special equipment required? Yes/No (Details below)

(e.g. "tennis rackets available to borrow")

Other features (Please tick any that apply)

Accessible WC:	<input type="checkbox"/>	Ramp/level access:	<input type="checkbox"/>	Disabled parking:	<input type="checkbox"/>	Lift or no stairs:	<input type="checkbox"/>	Crèche:	<input type="checkbox"/>
Induction loop:	<input type="checkbox"/>	Large print information available:	<input type="checkbox"/>						

Any other accessibility features?

Age groups

(please tick all that apply)

All ages 0-5 yrs 5-11 yrs 11-16 yrs 16-25 yrs 25-60 yrs 60+

Age group notes (e.g. 'under 16s must be accompanied by an adult')

Section 5

Now please sign the declaration below and either:

- Email it to yortime@york.gov.uk
- Post it to Yortime, Learning, Culture and Children's Services, Libraries and Heritage, Mill House, North Street, York, YO1 6JD
- Hand it in at any York Library

Declaration: I confirm that:

- a) I am the representative of this group and will act as point of contact for any queries.
- b) I agree to the information on this form being displayed on the Yortime website (unless the 'not for publication' box has been ticked).
- c) I will update the information about the group as necessary.
- d) I understand that the Yortime website administrator may amend some of the information if it means that our record could be found more easily by people searching the site.

If you are sending the form via email you may sign the form electronically by entering your initial and surname, for example J.Smith.

Signed: _____

Name*: _____ Date: _____

*this must be the person named in Section 3 of the form.

If you require more information about the Yortime website, or would like to know more about the services that City of York council can offer community groups please contact Lucy Walters, Community Information Specialist for Yortime on 01904 554316 or email yortime@york.gov.uk