



Thank you for your interest in displaying your organisation on the Durham Information Guide website. In order to enter as much information as possible for you, we would like you to complete the following form. Please enter as much information as possible, additional information may be provided on a blank sheet if more space is required.

**Please note:** The Data Protection Declaration form **must** be signed and dated.

Fields marked \* **must** be completed to add your entry.

<b>Name of Service*</b>	e.g. Green Care Home
<b>Name of Provider*</b>	e.g. Durham Home Group

<b>Geographical areas covered</b>	Chester le Street		County Durham		Darlington	
	Derwentside		Durham		Easington	
	National		Regional		Sedgefield	
	Teesdale		Wear Valley			

<b>Eligibility criteria</b>	Are there any eligibility criteria for use of your organisation's service? If so, please list (e.g. target client group, age range etc.):

<b>Description / Type of service*</b>	Please describe what your service does/offers:

<b>Key features*</b>	Please enter here details of your top six key features:
	1.
	2.
	3.
	4.
	5.
6.	

<b>Special provision (optional)</b>	Note here special provision such as home visits for housebound clients:

<b>Accessible premises</b>	Do you have wheelchair accessible premises, hearing loop etc

<b>Additional details</b>	<b>Hours of availability</b>	
	<b>Cost/price (if applicable)</b>	
	<b>Additional price information (please specify e.g. subscription includes entry to annual dinner)</b>	

<b>Further information</b>	<b>Care Quality Commission registered?</b>	YES / NO
	<b>Care Quality Commission number:</b>	
	<b>Do you have a current contractual agreement with Durham County Council for this type of service?</b>	YES / NO
	<b>Website address:</b>	http://www.
	<b>Charity number:</b>	
	<b>Company Number:</b>	

## Applicable categories supported by group

Please tick any of the following categories which you feel are covered by your group:

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Addiction Support - Alcohol  | <input type="checkbox"/> | Home/domicilliary care  |
| <input type="checkbox"/> | Addiction Support - Drugs  | <input type="checkbox"/> | Housing options   |
| <input type="checkbox"/> | Addiction Support - Others   | <input type="checkbox"/> | Housing related support (accommodation based support/<br>floating support and supported living) |
| <input type="checkbox"/> | Addiction Support - Smoking  | <input type="checkbox"/> | How to access social care   |
| <input type="checkbox"/> | Adoption   | <input type="checkbox"/> | Keeping warm  |
| <input type="checkbox"/> | Adult Education  | <input type="checkbox"/> | Learning disabilities   |
| <input type="checkbox"/> | Advice Services  | <input type="checkbox"/> | Leisure centres and gyms  |
| <input type="checkbox"/> | Advocacy services  | <input type="checkbox"/> | Libraries   |
| <input type="checkbox"/> | Aids, adaptations and specialist equipment   | <input type="checkbox"/> | Making your home safe and secure  |
| <input type="checkbox"/> | Alternative therapies  | <input type="checkbox"/> | Mental health   |
| <input type="checkbox"/> | Animals and pets   | <input type="checkbox"/> | Museums   |
| <input type="checkbox"/> | Art and artists  | <input type="checkbox"/> | NHS health services   |
| <input type="checkbox"/> | Assistance at home   | <input type="checkbox"/> | NHS lifecheck   |
| <input type="checkbox"/> | Befriending services   | <input type="checkbox"/> | Nursing care homes  |
| <input type="checkbox"/> | Brokerage services (independent help to identify, arrange<br>and coordinate care and support services) | <input type="checkbox"/> | Physical disabilities   |
| <input type="checkbox"/> | Care and support choices - information and advice services   | <input type="checkbox"/> | Pregnancy and babies  |
| <input type="checkbox"/> | Carers breaks  | <input type="checkbox"/> | Public transport  |
| <input type="checkbox"/> | Carers services  | <input type="checkbox"/> | Rehabilitation care   |
| <input type="checkbox"/> | Charities and voluntary sector   | <input type="checkbox"/> | Religious groups  |
| <input type="checkbox"/> | Clubs  | <input type="checkbox"/> | Residential care  |
| <input type="checkbox"/> | Community and resource centres   | <input type="checkbox"/> | Respite care/short breaks   |
| <input type="checkbox"/> | Counselling  | <input type="checkbox"/> | Safeguarding and vulnerable adults  |
| <input type="checkbox"/> | Crime and community safety   | <input type="checkbox"/> | Self directed support   |
| <input type="checkbox"/> | Day services   | <input type="checkbox"/> | Sensory support services  |
| <input type="checkbox"/> | Direct payments  | <input type="checkbox"/> | Services to help you socialise and get out and about  |
| <input type="checkbox"/> | Domestic abuse   | <input type="checkbox"/> | Sexual health   |
| <input type="checkbox"/> | Doorstep safety  | <input type="checkbox"/> | Sport and leisure activities  |
| <input type="checkbox"/> | Employment   | <input type="checkbox"/> | Support groups for people with illnesses and conditions   |
| <input type="checkbox"/> | Employment support   | <input type="checkbox"/> | Swimming pools  |
| <input type="checkbox"/> | End of life support and bereavement  | <input type="checkbox"/> | Telecare - alarms and equipment to help you stay safe at home                                   |
| <input type="checkbox"/> | Environment and the outdoors   | <input type="checkbox"/> | Theatre and cinema  |
| <input type="checkbox"/> | Environmental health   | <input type="checkbox"/> | Trading standards   |
| <input type="checkbox"/> | Event management, hall and room hire   | <input type="checkbox"/> | Training  |
| <input type="checkbox"/> | Extra care   | <input type="checkbox"/> | Transport - elderly and disabled  |
| <input type="checkbox"/> | Family history   | <input type="checkbox"/> | Transport - for hire  |
| <input type="checkbox"/> | Financial assistance, grants and trusts  | <input type="checkbox"/> | Transport - passes and permits  |
| <input type="checkbox"/> | Gardening and horticulture   | <input type="checkbox"/> | Victim support  |
| <input type="checkbox"/> | Health at work   | <input type="checkbox"/> | Village and town halls  |
| <input type="checkbox"/> | History and heritage   | <input type="checkbox"/> | Weight management and healthy eating  |
| <input type="checkbox"/> | Hobbies  | <input type="checkbox"/> | Welfare rights  |
| <input type="checkbox"/> | Holidays and breaks - groups with care and support needs   | <input type="checkbox"/> | Women's groups and institutes   |
| <input type="checkbox"/> | Holidays and breaks - people with disabilities   |                          |   |

## Contacts

Main Contact (the person you would like us to contact to update or verify your information)

<b>Main contact</b>	<b>Position</b>	
<input type="checkbox"/> Tick to make your address confidential.  <input type="checkbox"/> Tick to make your Tel. number confidential.	<b>Title and name*</b>	
	<b>Address*</b>	
	<b>Town*</b>	
	<b>Postcode*</b>	
	<b>Telephone*</b>	
	<b>Textphone</b>	
	<b>Fax</b>	
	<b>Email (preferable)</b>	
	<b>Mobile phone</b>	

<b>Additional contact</b>	<b>Position</b>	
<input type="checkbox"/> Tick to make your address confidential.  <input type="checkbox"/> Tick to make your Tel. number confidential.	<b>Title and name*</b>	
	<b>Address*</b>	
	<b>Town*</b>	
	<b>Postcode*</b>	
	<b>Telephone*</b>	
	<b>Textphone</b>	
	<b>Fax</b>	
	<b>Email (preferable)</b>	
	<b>Mobile phone</b>	

(Please photocopy this sheet as required if you would like to add more contacts)

**For Office Use Only:**

Provider No:

Provider/Service Name:

**Data Protection**

Durham County Council encourages and promotes the use of plain English. We therefore reserve the right to amend any information supplied as necessary.

Durham County Council does not promote nor endorse the services advertised on this website. Anyone seeking to use/access such services does so at their own risk and may make all appropriate enquiries about fitness for purpose and suitability to meet their needs.

**Data Protection Declaration**

The information you have provided will be part of the Durham Information Guide, which includes details about individuals and organisations providing services to the community.

The information is made available to the public and partners who may include health organisations, local authorities, local employers and public bodies etc. These organisations agree only to use the database to provide information to their clients and staff.

Please note: Information you have marked as confidential is only used to administer the database. Members of the public and partner organisations **are not** able to access confidential information. Confidential information is not included on the website.

Durham County Council is the Data Controller for the purposes of the Data Protection Act.

**I verify that the information which I have supplied is correct to the best of my knowledge.**

**Signed:**

**Date:**