

Accessibility statement

This accessibility statement applies to [\[describe your form here - for example, the general enquiries form for the CICA\]](#). There is a separate [\[accessibility statement for the main GOV.UK website\]\(https://www.gov.uk/help/accessibility-statement\)](#).

Using this online form

This form was built using MoJ Forms, a tool developed by the Ministry of Justice, and uses components from the [\[GOV.UK Design System\]\(https://design-system.service.gov.uk/\)](#).

[\[insert your organisation here\]](#) is responsible for the content of this online form. The Ministry of Justice is responsible for its technical aspects.

We want as many people as possible to be able to use this online form. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate the form using just a keyboard
- navigate the form using speech recognition software
- listen to the form using a screen reader (including recent versions of JAWS, NVDA and VoiceOver)

We have also made the text as simple as possible to understand.

[\[AbilityNet\]\(https://mcmw.abilitynet.org.uk/\)](#) has advice on making your device easier to use if you have a disability.

Feedback and contact information

If you need information on this website in a different format:

[\[insert your contact details for user requests here - add other channels, such as text phones or Relay UK, as required\]](#)

- email: [\[your email address\]](#)
- call: [\[your telephone number\]](#)
- [\[Hours - e.g. Monday to Friday, 9am to 5pm\]](#)

We'll consider your request and get back to you in [add your SLA - e.g. a week or 5 working days].

Reporting accessibility problems with this form

We're always looking to improve the accessibility of this form. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

[insert your contact details for user feedback here - add other channels, such as text phones or Relay UK, as required]

- email: [your email address]
- call: [your telephone number]
- [Hours - e.g. Monday to Friday, 9am to 5pm]

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [\[Equality Advisory and Support Service \(EASS\)\]\(https://www.equalityadvisoryservice.com/\)](https://www.equalityadvisoryservice.com/).

Technical information about this online form's accessibility

We are committed to making our online forms and services accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This online form is fully compliant with the [\[Web Content Accessibility Guidelines version 2.1 AA standard\]\(https://www.w3.org/TR/WCAG21/\)](https://www.w3.org/TR/WCAG21/).

Preparation of this accessibility statement

This statement was prepared on [date when it was first published]. It was last reviewed on [date when it was last reviewed].

This form was last tested on [date when you performed your basic accessibility check].

In order to test the compliance of all forms built using the MoJ Forms tool, the Ministry of Justice commissioned The Digital Accessibility Centre (DAC) to carry out a WCAG 2.1 AA level audit of a sample form. This included extensive testing by users with a wide range of disabilities. The audit was performed on 8 April 2021. The audit highlighted a number of non-compliance issues which were fixed on 11 May 2021.

In addition, this form was tested by [insert team or organisation here]. It was tested using the [WAVE Web Accessibility Evaluation Tool](https://wave.webaim.org/)(<https://wave.webaim.org/>) following guidance from the Ministry of Justice and the Government Digital Service (GDS).

What we're doing to improve accessibility

We will monitor the accessibility of this website on an ongoing basis and fix any accessibility issues reported to us.