**Local Offer – Application and Update From**

The purpose of this form is to add or update your service’s details on Doncaster’s Local Offer
and/or Local Offer Directory: [www.doncaster.gov.uk/localoffer](http://www.doncaster.gov.uk/localoffer).

Please complete this form and return it by email to: localoffer@doncaster.gov.uk

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| **Lead Contact***In order for us to ensure our database of contacts remains up to date, please complete the following information. These details will be kept for internal use only.* |
| **Lead Contact Name** |  |
| **Email Address** |  |
| **Telephone Number** |  |

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| **Service Details***The following information will be used to populate your service’s entry to the Local Offer and/or the Local Offer directory. Please include as much information as possible.* |
| **Name of Service** |  |
| **Address** |  |
| **Telephone Number(s)** |  |
| **Email Address** |  |
| **Website** |  |
| **What does your service do?** |
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| **Who can access your service?***Include details of eligibility criteria (if applicable), age range of service users, etc.* |
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| **How can you be contacted and what is your referral process?***Tell us how users can access your service.* |
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| **Opening Hours** |
| **Day** | **From** | **To** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Saturday** |  |  |
| **Sunday** |  |  |
| **Costs***Please complete whichever row is applicable.* |
| **Free** | **Yes** |  | **No** |  |
| **Per Hour** |  |
| **Per Day** |  |
| **Per Session** |  |
| **Links for More Information***Please include links to more information or services you signpost users to.* |
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