

**Protocols for access to the Sandwich, Kent  
Magna Carta & Charter of the Forest**

1. Access to the Magna Carta and/or Charter of the Forest is by prior appointment only and only after a request form has been submitted to the Archivist and Town Clerk and has been approved by them.
2. Two members of the Archive and/or Town Clerk's Office will be in attendance at all times when the Magna Carta and/or the Charter of the Forest are brought out of the strong room for viewing.
3. Not more than two persons at any one time will be allowed to view the Magna Carta & Charter of the Forest. Each person is required to comply with the regulations regarding viewing and each person will be required to supply the appropriate ID as listed on the Application to View form.
4. Submission of an application to view the Magna Carta and/or Charter of the Forest does not guarantee that access will be given. Reasons for refusal will not be given.
5. Photographs and/or scans are expressly forbidden. Copies of high resolution photographs are available for purchase from the Town Clerk.
6. The Magna Carta and/or Charter of the Forest will not be removed from their protective cases. Leaning on the cases will not be permitted.
7. If access to the Magna Carta and/or Charter of the Forest is required for longer than 15 minutes then a charge of £35 per hour or part of an hour will be requested. Payment will be required in advance.

Approved 24<sup>th</sup> August 2015

## **Application to view Magna Carta & Charter of the Forest**

To apply to view the Sandwich, Kent Magna Carta and/or Charter of the Forest you are required to provide appropriate identification. Two original documents are required (no photocopies, scans or photographs will be accepted):

- One showing proof of your home address
- One showing your signature

One of these forms of ID **MUST** also show a recent, clear photograph of the applicant.

Documents showing both home address and signature can only be used either as proof of home address or signature, not both.

Documents must be in the English language.

Documents provided showing home address must be less than 3 months old.

Access will not be allowed without photographic, home address and signature ID, no exceptions will be made.

Documents acceptable as proof of identity are as follows:

### **Proof of Home Address (must be less than 3 months old)**

- Utility Bill (Gas, Electricity, Telephone, Internet, Water)
- Bank/Building Society Statement
- Credit Card Statement
- Pension/Benefit/Family Credit letter statement (showing current receipt of benefits)
- Pay Slips (where employer's and employee's addresses are stated)
- HM Revenue and Customs Statement (not National Insurance cards, numbers or correspondence)
- Home Insurance Policy
- Council Tax Bill
- TV Licence
- University Certificate for Hall of Residence (stamped and signed by institution)
- Firearms Licence
- Home Office permit to stay/Police registration document
- Passports (where the address has been officially entered by the issuing authority)
- National Identity Card with address (where the address has been officially entered by the issuing authority)
- Driving Licence with address (where the address has been officially entered by the issuing authority)

**Proof of Signature**

You will need to show one of the following, which must bear your signature:

- Passport
- Driving Licence
- Bank Card
- Credit Card
- National Identity Card
- Police/Customs/Home Office/Warrant Card
- Sea/Air Masters Licence

First Name .....

Last Name .....

Address .....

.....

.....

Phone Number .....

Email AddressName .....

Reason for application

I certify that I have read the regulations regarding viewing the Magna Carta & Charter of the Forest and agree to abide by them.

Signed .....