

Accessibility Statement for Sawbridgeworth Town Council

This accessibility statement applies to the website of Sawbridgeworth Town Council (<https://www.sawbridgeworth-tc.gov.uk>).

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

- zoom in up to 300% without text spilling off the screen
- navigate most pages using just a keyboard
- navigate most pages using speech-recognition software
- listen to most of the website with a screen reader (including JAWS, NVDA, VoiceOver)

We also aim to keep the website text as clear and simple as possible.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- Some older PDF documents may not be fully accessible to screen readers
- Some documents may not meet WCAG 2.2 AA contrast and structure requirements
- Some images may not yet have meaningful alternative text [[sawbridgeworth...cil.gov.uk](https://www.sawbridgeworth-tc.gov.uk)]

We are working to improve these areas as part of our digital compliance programme.

Reporting accessibility problems

If you find any problems not listed here, or if you need information in an alternative format such as:

- accessible PDF
- large print
- audio recording
- easy read

please contact us:

Email: info@sawbridgeworth-tc.gov.uk

Phone: 01279 724537

Address: Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN [[sawbridgeworth...-tc.gov.uk](https://www.sawbridgeworth-tc.gov.uk)]

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We will respond within **15 working days**.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations.

If you are unhappy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS). [\[sandowntow...cil.gov.uk\]](https://www.equalityadvisoryservice.org.uk)

Technical information about this website's accessibility

Sawbridgeworth Town Council is committed to making its website accessible in accordance with the:

- Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018
- Web Content Accessibility Guidelines (WCAG) 2.2 AA

This website is currently **partially compliant** due to the non-accessible content listed below.

Non-accessible content

1. PDFs and other documents

Many of our older PDFs may not meet accessibility standards (e.g., not tagged for screen readers).

We are reviewing all documents and updating them where possible. [\[falmouthto...ncil.co.uk\]](https://www.falmouthtowncouncil.co.uk)

2. Images

A small number of images may not have alternative text.

We are correcting these during scheduled website updates.

3. Structure and navigation

Some pages may not fully support keyboard-only navigation.

This will be included in our upcoming compliance review.

What we are doing to improve accessibility

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We have a plan in place to:

- update all new PDFs to be fully accessible
- add meaningful alternative text to all images
- review older documents and replace or update where possible
- train staff on preparing accessible documents
- conduct periodic audits to achieve WCAG 2.2 AA compliance [\[falmouthto...ncil.co.uk\]](https://www.falmouthtowncouncil.co.uk)

This statement was prepared on 5th March 2026 and will be reviewed annually or after significant website updates.