

# Guide to Access Permission Applications

**In your letter of application to the Conservative Campaign Headquarters' representative, always include the following components:**

1. Your Name and/or Title
2. Your Address and/or eMail address
3. Your level of study<sup>1</sup>
4. Your Reader's Ticket number.<sup>2</sup>
5. Area of Study
6. Reason for Study<sup>3</sup>
7. Intended date and duration of visit.
8. The dates of any previous access permission(s) you have been granted and a list to what files.
9. Itemised list of files that you are interested in accessing.<sup>4</sup>

## **Remember:**

1. Retain a copy all correspondence with the Conservative Campaign Headquarters' representative for your own notes.
2. Copy all correspondence to the Archivist at the Conservative Party Archive, Bodleian Library, Broad Street, Oxford, OX1 3BG; Email: [Jeremy.McIlwaine@Bodleian.ox.ac.uk](mailto:Jeremy.McIlwaine@Bodleian.ox.ac.uk)

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<sup>1</sup> Must be post-graduate or academic researcher.

<sup>2</sup> Must be a Class A ticket. If you are a new reader, please state this here. Contact the Admission's Office to ensure that you qualify to obtain a Class A ticket.

<sup>3</sup> In example, post-graduate study for thesis or research for publication.

<sup>4</sup> Blanket permissions are not given.