

# CHANGING PLACES FUND IMPLEMENTATION GUIDANCE

The Secretary of State for the Department of Levelling Up, Housing and Communities has determined under Section 31 of the Local Government Act 2003 that grant has been awarded from the Changing Places Fund to Local Authorities for the sole purpose of the installation of Changing Places Toilets in existing buildings and the provision of modular Changing Places Toilets.

This document provides guidance on the implementation of the Changing Places Fund.

## 1. GENERAL

1.1. The Changing Places Grant Funding (the Grant) is confined to capital expenditure relating to the design, construction, and completion of Changing Places Toilets at the agreed venues. The Grant cannot be used for purposes other than eligible expenditure relating to the provision of Changing Places Toilets.

1.2. Local Authorities awarded the Grant will be asked to provide the Department of Levelling Up Housing and Communities (DLUHC) with:

- an updated (from the Expression of Interest) profile of expenditure for financial years 22/23 and 23/24
- a detailed breakdown of key milestones for implementation for each Changing Places Toilet
- a breakdown of expenditure for the duration of the implementation period for each facility and
- provide information requested by DLUHC to monitor progress.

## 2. ELIGIBILITY

2.1. To be eligible for funding Changing Places Toilets must be registered with the Changing Places UK Consortium on completion (via MDUK Changing Places Support Officers).

2.2. The Grant may only be used in respect of:

- a) Provision of Changing Places Toilets in venues agreed by the Secretary of State, details of which are included in annex A of the grant award letter issued to the

Local Authority.

- b) Design, construction, and completion of Changing Places Toilets in existing buildings.
- c) Design, purchase, construction, and completion of modular Changing Places Toilets.
- d) Design and construction of an addition to an existing structure to accommodate a Changing Places Toilet.
- e) Access improvements that are essential for the provision of a Changing Places Toilet.
- f) Purchase and installation of equipment required for a Changing Places Toilet.
- g) Professional fees associated with the points above.
- h) The design, purchase and installation of the required Changing Places fund plaque on completion

2.3. The grant may not be used in respect of:

- a) Toilet facilities that are not registered with the Changing Places UK Consortium, regardless of the specification.
- b) Changing Places Toilets installed as part of the construction of a new building.
- c) Privately accessible venues: Changing Places Toilets may be funded in premises where it is necessary to pay an entry charge if the public have accessibility, but not where public access is restricted.
- d) Changing Places Toilets installed on modes of transport e.g., ferries, trains.
- e) Cleaning, repair, and maintenance costs, including the costs of service and or maintenance agreements.
- f) Changing Places Toilets where the installation detracts from existing toilet provisions of any kind, meaning there is a net loss of existing toilet provision. A new Changing Places Toilet must be additional to existing provision or replace an existing toilet.
- g) Any building works, including access improvements that are not essential to the provision of a Changing Places Toilet.

### 3. WORKING WITH CHANGING PLACES DELIVERY PARTNER MUSCULAR DYSTROPHY UK (MDUK)

3.1. MDUK is the contracted delivery partner for the Changing Places Fund, acting on behalf of the Changing Places UK Consortium and DLUHC. MDUK Changing Places Support Officers will be assigned to support Grant recipients throughout the process.

3.2. Changing Places Support Officers will support Local Authorities by signposting to expertise and support in the design and construction of Changing Places Toilets. The Changing Places Support Officers will help ensure that registration requirements are understood and met. Changing Places Support Officers will share information, good practice and help guide Local Authorities through the registration process.

3.3. Local Authorities are expected to engage with the MDUK Changing Places Support Officers over the duration of the Grant, specifically:

- I. Identifying a **Single Point of Contact** within the Local Authority for communication with DLUHC and MDUK in respect of facilities that the Local Authority is delivering itself and those facilities developed by third parties.
- II. Engaging with the MDUK Changing Places Support Officers (via the single point of contact) to receive and provide information on progress, including regular progress reports, on all facilities supported by the Changing Places Fund.
- III. Participation by the Local Authority (not necessarily the single point of contact but an appropriate representative) in the mandatory Changing Places technical training conducted by the Changing Places UK Consortium.

### 4. CHANGING PLACES PRACTICAL GUIDE

4.1. The Changing Places UK Consortium has developed *Changing Places, A Practical Guide*, which provides information and guidance on all aspects of the specification plan, design and installation of a Changing Places Toilet. You can find a copy of the guide on the [Changing Places website](http://toiletmap.s3.eu-west-1.amazonaws.com/content/Changing%20Places%20a%20Practical%20Guide.pdf)<sup>1</sup>.

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4.2. The Changing Places UK Consortium recommends that all architects, suppliers and those third parties involved with the project should be signposted to *Changing Places, A Practical Guide* in order that the registration requirements are understood and adhered to.

## 5. DESIGN SPECIFICATION

5.1. To ensure the facility is developed in line with the requirements for registration, Local Authorities should submit a **design proposal** for each Changing Places Toilet to the Changing Places Support Officers for consideration and approval.

5.2. The design proposal must include, as a minimum: floor dimensions, ceiling height, door width, details of supplier, installer and/or contractor(s) (if different or additional), proposed equipment and positioning, accessibility (including access to/from and within the venue and/or location where the Changing Places Toilet will be sited), flooring and decoration.

5.3. To ensure on-going adherence to the registration standards, any changes to the design proposal that may occur during the build should be discussed with the Changing Places Support Officers before any building work commences.

5.4. It is strongly recommended that Local Authorities seek advice from an Access Consultant or accredited representative from the The National Register of Access Consultants (NRAC) <https://www.nrac.org.uk/> to support the development of Changing Places Toilet design proposals.

## 6. REGISTRATION

6.1. To be recognised and attract Changing Places funding, each Changing Places Toilet must be registered with the Changing Places UK Consortium.

6.2. Local Authorities must register a venue via the Changing Places Support Officers, this can be completed online. The registration must be completed before the facility is opened to the public.

6.3. The Changing Places UK Consortium will include registered Changing Places Toilets on the Changing Places Toilets website and toilet map to assist users.

## **7. PAYMENTS**

7.1. During the financial years 2022/23 and 2023/24 (as appropriate<sup>2</sup>) Local Authorities should complete a return, quarterly, on the DELTA reporting system to receive funding for each completed venue.

7.2. Payments to Local Authorities are subject to the authority's Section 151 Officer certifying that:

- all costs have been defrayed on the intended purpose.
- registration has been secured.
- that sufficient revenue funding has been identified by those responsible for the cleaning, repair up-keep and maintenance of all the Changing Places Toilets delivered through the Grant for the lifetime of the asset.

## **8. MONITORING REPORTING AND EVALUATION**

8.1. Local Authorities will be required to provide quarterly progress reports to DLUHC via the DELTA system, including those periods where no funding is being claimed. This will include updates on both completed and ongoing projects.

8.2. Regular contact should be maintained with the Changing Places Support Officers regarding the development of each facility.

8.3. Local Authorities are expected to participate in any Changing Places Fund evaluation activity, sharing their experience, insights, case studies, learning, good practice and the impact of the funding in the locality.

## **9. PROMOTIONAL ACTIVITY**

9.1. Each Changing Places Toilet funded by the Grant is required to display a plaque including the Changing Places Toilet, Department for Levelling Up Housing and Communities and Muscular Dystrophy UK logos and branding. Details will be provided in a Changing Places Fund plaque design guide. Plaques should be displayed in a prominent external location at the facility. Plaques may also include the logo/branding

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<sup>2</sup> For the duration of the local programme, returns will not be required once all of the Changing Places Toilets have been installed and the grant has been paid.

of any other third parties involved in the funding or location.

9.2. Local Authorities are required to work with the Department for Levelling Up, Housing and Communities and Changing Places Support Officers to co-ordinate any press or promotional activity in respect of the launch and opening of Changing Places Toilets.

9.3. Local Authorities should liaise with the Changing Places Support Officers regarding any launch/opening events and promotion, including via social media. The Changing Places Support Officers can provide guidance regarding the scheduled promotion.

## **10. ONGOING COSTS AND MAINTENANCE**

10.1. Local Authority Section 151 Officers in submitting claims for reimbursement will certify that sufficient revenue funding has been identified by those responsible for the cleaning, repairs and maintenance of all Changing Places Toilets delivered through this Grant for the lifetime of the asset.

10.2. A maintenance and service agreement for the Changing Places Toilet equipment is a mandatory requirement of registration of each facility.

10.3. Changing Places Toilets funded by the Grant are expected to remain in use and be publicly accessible for the lifetime of the asset. In cases where Local Authorities pass the Grant on to a third party to install facilities in the latter's premises, it is recommended that the Grant is made under an agreement that enables the Local Authority to recover the Grant (or an element of it) should the facility cease to be available (for possible reinvestment in alternative facilities).

10.4. Any temporary change in the Changing Places Toilet's availability should be reported to a Changing Places Support Officer at the earliest opportunity, for its availability to be updated on the Changing Places website.

### **Contact information**

The Department for Levelling Up, Housing and Communities can be contacted at [changingplaces@levellingup.gov.uk](mailto:changingplaces@levellingup.gov.uk).

The Changing Places Support Officers can be contacted at [cpt.support@muscular dystrophyuk.org](mailto:cpt.support@muscular dystrophyuk.org).