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## Changing Places Toilet (CPT) Programme

### Invitation to Submit Proposals to Cornwall Council for Potential Inclusion in Funding Bid to Government

#### Supporting Information and Proposal Form

*“Over 250,000 severely disabled people across the UK do not have access to public toilet facilities that meet their needs. Changing Places toilets open up public spaces to this group and their families, enabling them to enjoy the same experiences as everyone else” (HM Government, July 2021)*

*“User insight: Q: What does having access to a Changing Places toilet mean to you? A: “It means I can travel, work, see my friends, have a meal without needing to be in an embarrassing situation”*

#### A. Supporting Information

**Overview:** The Government has announced funding to install more Changing Places Toilets (CPTs) in existing, publicly accessible buildings across the country. Cornwall Council is likely to receive enough **funding for up to three new CPTs across Cornwall**. The Council is inviting organisations who want to install a CPT at their venue to submit their proposals to us, so we can consider including them in our bid to Government. **Proposals must be made on this proposal form and sent to [changingplaces@cornwall.gov.uk](mailto:changingplaces@cornwall.gov.uk) by 10 September 2021. Queries should be sent to the same email address.**

#### B. The Changing Places Toilets Programme: Key Points

(i) The Government has invited principal local authorities like Cornwall Council to bid for capital funding for their areas to install Changing Places Toilets (CPTs). The timescale for making bids is short: the invitation was issued on 29 July 2021 and the bid deadline is Sunday 26 September 2021.

(ii) A CPT is a larger, accessible toilet for disabled people and their carers whose needs are not met by standard accessible toilets. The Government wants to improve the number and geographical spread of CPTs that are accessible to the public, in the areas of greatest need as informed by users and carers.

(iii) The average cost of installing a CPT is around £40,000. Cornwall is likely to receive between £40,000 and £100,000, potentially enough to install between one and three more CPT's. We expect to hear the outcome of Cornwall's bid in November 2021. The funding needs to be spent, and the new CPTs installed, by March 2024.

(iv) We want to work with local partners to use any funding received to deliver additional CPTs where they are needed most. **We are therefore inviting organisations who want to install a CPT at their venue to submit a proposal to us, so we can consider including them in Cornwall's bid.** We are considering user and carer views on where any new CPTs should be located, and this will be a primary factor in deciding which proposals we will include in Cornwall's bid.

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(v) The funding can be used to install a CPT toilet in any existing, publicly accessible building. **The venue can be in any ownership – public, private, or voluntary and community sector – so we are inviting proposals from any interested organisation.** In certain circumstances, the funding can also be used to install an external modular CPT or a mobile facility. Consideration will of course need to be given to any necessary planning, building regulations or other consents.

(vi) Venue owners will be responsible for the ongoing management and maintenance of any CPTs funded through this programme, and the costs of this.

(vii) Nationally, users and carers priority venues for new CPTs are: (1) Beaches/seaside; (2) parks and gardens; (3) motorway services (4) visitor attractions and (5) zoos/safari parks.

### C. Guidance for organisations wishing to submit a proposal to Cornwall Council

(i) If your organisation wishes to submit a proposal to Cornwall Council, you are advised to refer to the [Changing Places toilets programme: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614242/Changing_Places_toilets_programme_prospectus.pdf), to ensure your proposal complies with the Government's requirements. The Prospectus also contains links to other useful information. We would particularly highlight the following links:

- The Changing Places Consortium website: [Changing Places Consortium](https://www.changingplaces.org/)
- The national Changing Places map: [ToiletMap \(uktoiletmap.org\)](https://www.uktoiletmap.org/)

(ii) The following key points/sections in the Prospectus are particularly highlighted:

Section 1 of Prospectus. "Background"

- A CPT must meet set specifications and be registered by the Changing Places Consortium

Section 3: "Definition of a CPT and target user group"

- The advice on: the difference between CPTs and standard accessible toilets; CPT "target user groups"; and CPT toilet design features. Also, see case studies/user insights in Section 2.

Section 4. "Programme aims and scope"

- The information on what is in scope for the funding:
  - Any existing **publicly accessible venue or place** (*Definition of publicly accessible: "a primary purpose of venue is access to general public for recreational, social or related activities"*)
  - Any existing such **buildings owned or operated by public, private or voluntary & community sectors** (the Prospectus provides examples)
  - **May be considered:** (a) **External modular CPTs**, if no space within building and (b) **Mobile CPTs** where supports economic recovery/well-advertised so users can plan journeys ahead
- The information on what must be avoided/is out of scope for funding:
  - **Do not** duplicate support available through existing schemes for installation of CPTs in specific venue types as defined in 4.10 of Prospectus
  - Do not detract from existing toilet facilities – accessible or otherwise
  - Out of scope: hire of temporary mobile/static facilities
- The information on the national consultation on users' priority sector/venues

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### Section 6. “Funding details”

- The Government funding is capital only.
- Ongoing costs: Local authorities will need to ensure that ongoing revenue costs are covered. The Government has clarified that where the venue is not in the local authority’s ownership, local authorities will need to come to an agreement with the venue operator to this effect. **Cornwall Council will expect venue operators to manage and maintain the new CPTs and to fund all ongoing revenue costs.**
- Co-funding: Local authorities have to set out in their bid what co-funding they and partners can bring to the project. **“Eligible co-funding includes: capital contributions and any in-kind contributions directly related to the delivery of new CPTs (e.g. dedicated staff time and technical support such as surveys and plans). Recognising that once delivered CPTs will need to be regularly cleaned and maintained, it is likely this will form part of variation to an existing contract. Noting from consultation that this can be a barrier to delivery, where they can be clearly identified, we will allow the first 3 years of these costs to be eligible as co-funding.** For the avoidance of doubt, costs incurred after the 3 years are not eligible to be considered as co-funding and the relevant operators of the CPTs will be responsible for their ongoing maintenance and cleaning for their lifetime.” Historic expenditure is not eligible as co-funding.
- Financial profile: “We recognise that it can take considerable time to plan and execute the installation of a new CPT and therefore local authorities should set out the expected financial profile over 3 years (2021/22, 2022/23 and 2023/24).”

Section 7: “Monitoring”: The Government will require regular monitoring reports and meetings with local authorities about the progress of projects. Local authorities will also be expected to take part in programme evaluation. Cornwall Council will need delivery partners to support and take part in this process as appropriate.

### D. PRE-QUALIFYING QUESTIONS

You need to be able answer yes to the following questions to demonstrate you meet the requirements and can continue with your proposal.

1. Is your proposed CPT venue publicly accessible as defined in the Prospectus?	YES/NO
2. Will your CPT be accessible to all users and carers who are visiting the local area (even if they are not visiting the venue for its primary purpose) at all times that the venue is open?	YES/NO
3. Will your CPT comply with CPT design specifications?	YES/NO
4. Can you assure us that your CPT will <b>not</b> detract from existing toilet provision at your venue, accessible or otherwise?	YES/NO
5. Can you assure us that your proposal is <b>not</b> covered by one of the existing schemes for installation of CPT toilets listed at 4.10 of the Prospectus?	YES/NO
6. Can you install the CPT within the funding period (by March 2024)?	YES/NO
7. Can you provide ongoing management of the CPT and cover all ongoing revenue costs?	YES/NO
8. Can you confirm that, if your CPT is awarded funding under this Scheme, your organisation is willing to enter into a formal agreement with Cornwall Council to this effect?	YES/NO

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## E. The Proposal Form

We require the answers to the following to enable the completion of the bid to Central Government

<b>SECTION 1: Privacy Notice</b> Please confirm you have read and signed the Privacy Notice at Annex 1, which explains how your personal data will be used and your rights under the Data Protection Act 2018	YES/NO
<b>SECTION 2: Your Organisation's Details</b>	
1. Name of organisation	
2. Contact name	
3. Contact name job title	
4. Contact name email address	
<b>SECTION 3: Your CPT proposal: venue address, type and rationale</b> Please use this Section to tell us about your proposal to install a CPT, and why you think Cornwall Council should include this proposal in its bid for Government funding.	
1. Name of CPT venue ( <i>the building where your proposed CPT will be installed. If your proposed venue is not within an existing building, please specify whether you are proposing an external modular facility or a mobile facility</i> )	
2. Address	
3. Postcode	
4. Parliamentary constituency	
5. Type of venue/place (select one)	Country parks/open spaces/seaside
	Tourist attraction
	Transport network (including road service stations)
	Entertainment (e.g. cinemas, bowling alleys, theatres)
	Retail
	Hospitality (e.g. restaurants, cafes, pubs)
	Healthcare buildings
	Leisure/sport venues
	Other (please specify):
6. Rationale for choosing this venue/location:  Please summarise why you have chosen this location for a CPT toilet and any engagement you have carried out on this proposal, particularly with local user and carer groups (250-word limit)	

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<b>SECTION 4: Questions about your proposal</b>	
To help us evaluate your proposal, please briefly answer the following questions as far as possible.	
1. What are the opening days and times of your venue?	
2. What geographical area does your venue serve?	
3. How many people visit your venue each year?	
4. How many users in the “target user group”, as defined in the Prospectus, visit your venue each year?	
5. How many users in the “target user group” would you expect will use your proposed CPT each year?	
6. How will you ensure that the CPT is promoted to users and carers?	
7. How will your CPT help to improve the geographical spread of CPTs in Cornwall, and reduce gaps in coverage?	
8. Please can you explain any progress made to date on your proposal (we understand it may be an entirely new proposal)	
Sections 5 and 6 are about the funding required for your proposal. The information requested is quite detailed, reflecting the information requested by the Government. Please answer the questions as far as possible. If you are only able to provide indicative figures and information at this stage, please make this clear.	
<b>SECTION 5: Funding overview</b>	
1. What is the total capital cost for installing your proposed CPT?	£
2. What contribution are you seeking towards this capital cost from the Government grant?	£
3. What contribution will you make towards this capital cost?	£
4. Have you secured the funding you need to make this contribution to the capital cost? If yes, how are you funding this? If no, how will you fund this?	
5. What are the annual maintenance costs of your proposed CPT?	£
6. Can you provide any other co-funding, as defined in Section 6 of the Prospectus? If yes, please can you describe this and the total annual value of this co-funding.	
7. If your co-funding includes staff time contributions, please provide a short	

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methodology of how you arrived at the staff time contributions figure.	
<p><b>SECTION 6: Profile of spend.</b></p> <p>Please use this section to provide a breakdown of the spend for your project over the next three financial years, in the following four areas:</p> <ul style="list-style-type: none"> <li>• Grant funding spend: amount you propose to use from the Government grant</li> <li>• Cleaning/maintenance costs</li> <li>• Capital co-funding spend: your contribution to the capital costs each year</li> <li>• In-kind co-funding spend: your in-kind spend each year</li> </ul>	
<b>(i) Financial Year 2021/22</b>	
Grant funding spend in FY 2021/22 (£)	£
Cleaning/maintenance costs in FY 2021/22 (£)	£
Capital co-funding spend in FY 2021/22 (£)	£
In-kind co-funding spend in FY 2021/22 (£)	£
<b>(ii) Financial Year 2022/23</b>	
Grant funding spend in FY 2022/23 (£)	£
Cleaning/maintenance costs in FY 2022/23 (£)	£
Capital co-funding spend in FY 2022/23 (£)	£
In-kind co-funding spend in FY 2022/23 (£)	£
<b>(iii) Financial Year 2023/24</b>	
Grant funding spend in FY 2023/24 (£)	£
Cleaning/maintenance costs in FY 2023/24 (£)	£
Capital co-funding spend in FY 2023/24 (£)	£
In-kind co-funding spend in FY 2023/24 (£)	£
<p><b>SECTION 7: Other information</b></p> <p>Please use this space if you wish to share any other information that you think is relevant to your proposal (250 word limit)</p>	[Optional]
<p><b>Section: Declaration</b></p> <p>I declare that the information supplied in this proposal form is accurate to the best of this organisation's knowledge. I confirm that I am duly authorised and empowered to submit this proposal on behalf of my organisation.</p>	<p>Please confirm YES or NO below</p> <p>YES/NO</p> <p>Name:</p> <p>Date:</p>

**Annex 1****Changing Places Toilets Programme: Privacy Notice****Who will control my data?**

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro, TR1 3AY. Data Protection Registration Number: Z1745294.

**There's something I don't understand**

If you need help in understanding or completing this form, please email [changingplaces@cornwall.gov.uk](mailto:changingplaces@cornwall.gov.uk). If you are calling, please telephone 0300 1234 100 and ask for the Localism Team.

**How we will use the information about you**

The information you provide on this form will be used to contact you about your organisation's proposal for a Changing Places toilet and the Changing Places toilet programme.

We will not use your data for any automated decision-making

**Who else will we share your information with**

We will only use this information in conjunction with the Changing Places toilet programme. We will share your information with Council officers on the Council's Changing Places Working Group.

We will hold your data within Cornwall Council's secure network and premises and it will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

**How long will you keep this information for?**

For two years after the conclusion of the Changing Places toilet programme (expected to conclude in March 2024).

**What are my data rights?**

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in a commonly used electronic format if you wish
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority

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**How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer

Cornwall Council

County Hall

Truro

TR1 3AY

Telephone: 01872 326424

Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

**I don't agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

**Why do you need my information?**

We need your contact name and email address in order to be able to contact you about your Changing Places toilet proposal and stay in touch with you about the Changing Places toilet programme. If you do not provide the requested information, then the Council will not be able to do this.

Declaration	Please tick below ✓
I have read this privacy notice	
I give the Council permission to contact me about the Changing Places toilet programme	
I give the Council permission to share my information with the Council's Changing Places Working Group	
Name:	
Signature:	
Date:	