



Department for Levelling Up,
Housing & Communities

**Muscular
Dystrophy UK**
Fighting muscle-wasting conditions



May 2022

Local Authority Funded Changing Places Toilet Programme

What Happens Next?

- Once your Local Authority has received your letter giving notification of your funding offer and you have returned Annex B (Summary of Changing Places Expenditure) to the Department for Levelling Up, Housing and Communities (DLUHC) accepting that funding offer, you are ready to progress with the next steps in the process.
- The Local Authority must now inform the Changing Places Support Officers team, at Muscular Dystrophy UK, of your Single Point of Contact and confirm your Changing Places Toilet (CPT) project location(s) and contact details cpt.support@musculardystrophyuk.org (Annex C, Point 3.3.i.)
- If your Local Authority wishes to discuss any change of location/venue of a CPT from that originally proposed in the Expression of Interest, this must be raised with the team at the DLUHC for consideration. The DLUHC will send out a change request form for this purpose, which should be completed and returned to changingplaces@levellingup.gov.uk
- Similarly, if your Local Authority has any queries regarding the funding of a CPT project, this should be raised directly with the DLUHC team. changingplaces@levellingup.gov.uk
- The Local Authority is then able to start working on the plans for your CPT(s) if this has not already begun and source suppliers and contractors in accordance with their own procurement and tendering procedures. The Changing Places Support Officers can offer advice and guidance including contact information for suitable suppliers if required. cpt.support@musculardystrophyuk.org
- The Local Authority should engage with the Changing Places Support Officer team regarding any planning queries and must submit a design proposal and plans which meet the full specification for a CPT, along with details of supplier, installer/contractor for each CPT, for consideration and approval, prior to commencement of any construction or installation works (Annex C, Points 5.1 & 5.2)
- The Changing Places Support Officers will request regular progress updates from the identified Single Point of Contact throughout the course of the CPT project(s). (Annex C, Point 3.3.ii.)
- An appropriate Local Authority representative must attend an online training session before work begins. This training will be hosted and facilitated by the CPT team and delivered by the Centre for Accessible Environments (CAE). Places are now available and must be booked online via the Changing Places website at <https://www.changing-places.org/list-webinars>. Additional training session will be advertised and made available, on a monthly basis, throughout the programme delivery period. Further 'Operational Training' sessions will be added to the website schedule later in the summer, giving further advice and guidance on how to manage your CPT facilities going forward. (Annex C, Point 3.3.iii.)

For all enquiries regarding grant allocations, funding or change of venue, please contact the Department for Levelling Up, Housing and Communities at changingplaces@levellingup.gov.uk

For all enquiries regarding CPT plans, suppliers, installers, training and registration, please contact the Changing Places Support Officers team at cpt.support@musculardystrophyuk.org