

Template Expression of Interest

- Please submit your EOI online via MS Forms by 26 September at: <https://forms.office.com/r/iADRfRMWu1>
- Unfortunately, MS Forms does not allow you to save and return to your form – answers must be submitted in one sitting.
- A template of the EOI is provided below to help you prepare your responses in advance.

EOI Overview

The Ministry for Housing, Communities and Local Government is inviting local authorities in England to complete this Expression of Interest form by **26 September 2021** to receive capital funding to install Changing Places toilets.

The following tiers of local government are eligible to apply for funding:

- District Councils
- Unitary Authorities (single tier)
- London Boroughs
- Metropolitan Boroughs

All details relating to this Expression of Interest can be found in the Changing Places prospectus published on 29 July 2021.

Final allocations will be determined through the initial supply/demand measure as set out in the allocation methodology in the prospectus. The weighting for this indicative allocation is 40%.

The following three factors contained in this Expression of Interest make up the remaining 60%, and along with the allocation methodology, will be used to assess the value for money of each authority's proposals:

1. The number of new Changing Places toilets that will be produced for the funding amount requested (25%)
2. The amount of co-funding from the local authority and partners. (10%)
3. Quality of the proposal, including (25%):
 - Types of proposed CPT locations/venues/facilities
 - Rationale for these decisions
 - Consultation with users
 - Deliverability

Full details of the allocation methodology can be found in Annex B of the prospectus [LINK]

Local authorities may submit one EOI only. The EOI should be signed by a named officer with appropriate authority and be approved by the Section 151 Officer to confirm the proposals are deliverable and that ongoing revenue costs of maintaining and cleaning facilities have been identified and committed.

Please read the prospectus and utilise the support available from MDUK to ensure your proposals represent good value for money.

For advice and support on developing your EOI, please contact MDUK at: cpt.funding@muscular dystrophyuk.org

For any IT related support completing this form, please contact the MHCLG Changing Places team at: ChangingPlaces@communities.gov.uk

Section 1: Privacy Notice		
1	Please tick this box to confirm you have read the Privacy Notice at Annex D of the prospectus, which explains how your personal data will be used and your rights under the Data Protection Act 2018.	Yes
Section 2: Local authority details		
2	Local authority name	Arun District Council
3	Full name of responsible officer submitting this EOI	Helen Cooper
4	Job role of responsible officer	Energy Efficiency Officer
5	Contact email address of responsible officer	helen.cooper@arun.gov.uk
6	Please re-enter email address of responsible officer	helen.cooper@arun.gov.uk
Section 3: Funding overview		
<i>No commas required - e.g., £50,000 should be entered as 50000</i>		
7	Total amount of funding that your authority is applying for from this fund (£)	147000
Section 4: Co-funding		
<i>Please use Q8 to provide the total amount of co-funding you have secured.</i>		
<i>Please use Q9 - Q17 to provide a breakdown of the co-funding amounts sourced from your own authority's resources, and from any partners' resources (including non-local authority partners).</i>		
<ul style="list-style-type: none"> • Co-funding eligibility info is set out in further detail in paragraph 6.8 & 6.9 of the prospectus. • Co-funding can include in-kind funding. • Maintenance costs can also be included as co-funding, for the first three years. • Historic expenditure is not eligible as co-funding. 		
8	Total amount of co-funding (including from non-local authority partners) that your authority has secured to date, or anticipates securing (£)	<i>[No commas required - e.g., £5,000 should be entered as 5000]</i> 119900
9	Own authority's co-funding resource (£)	116900
10	Partner 1 Name and resource (£)	Wildfowl and Wetland Trust 3000
11	Partner 2 Name and resource (£)	
12	Partner 3 Name and resource (£)	
13	Partner 4 Name and resource (£)	

14	Partner 5 Name and resource (£)	
15	Partner 6 Name and resource (£)	
16	Partner 7 Name and resource (£)	
17	<p>If your use of co-funding includes staff time contributions, please provide a short methodology for how you arrived at the staff time contributions figure.</p> <p><i>When your EOI is assessed, if the methodology you provided is not considered a robust or reasonable part of this funding, the co-funding amount considered eligible will be reduced accordingly. (250-word limit)</i></p>	No

Section 5: Profile of spend

Please use **Sections 6 - 8** to provide a breakdown of your spend, over the next three financial years, in the following four areas:

- Grant funding
- Cleaning/maintenance costs
- Capital co-funding
- In-kind co-funding

Section 6: Financial Year 2021/2022

Numeric entry only

No commas required - e.g., £10,000 should be entered as 10000

18	Grant Funding spend in financial year 2021/2022 (£)	27000
19	Cleaning/maintenance costs in financial year 2021/2022 (£)	4200
20	Capital co-funding spend in financial year 2021/2022 (£)	3000
21	In-kind co-funding spend in financial year 2021/2022 (£)	12600

Section 7: Financial Year 2022/2023

22	Grant Funding spend in financial year 2022/2023 (£)	80000
23	Cleaning/maintenance costs in financial year 2022/2023 (£)	8400
24	Capital co-funding spend in financial year 2022/2023 (£)	64000
25	In-kind co-funding spend in financial year 2022/2023 (£)	46800

Section 8: Financial Year 2023/2024		
26	Grant Funding spend in financial year 2023/2024 (£)	40000
27	Cleaning/maintenance costs in financial year 2023/2024 (£)	4200
28	Capital co-funding spend in financial year 2023/2024 (£)	22,000
29	In-kind co-funding spend in financial year 2023/2024 (£)	21900
Section 9: CPTs & Co-funding if allocated minimum amount of £40k		
<p>Please use Q10 & Q11 to tell us how many CPTs and co-funding you would be able to provide, if you were allocated the minimum amount of funding (£40k)</p> <p><i>Numeric entry only</i> <i>No commas required - e.g., £10,000 should be entered as 10000</i></p>		
30	In the event of your authority being allocated the minimum amount of funding (£40k), how many CPTs would you be able to produce?	One
31	In the event of your authority being allocated the minimum amount of funding (£40k), how much co-funding would you be able to provide, including from non-local authority partners? (£)	55400
Section 10: CPT provision - venue address, type & rationale		
<p>Please use Section 11 onwards tell us about each CPT you propose to install, including address, type of venue/place, and rationale.</p> <p><i>For more info on venue types, please see the results from the research consultation, at Annex A of the prospectus.</i></p> <p><i>The online EOI form will enable you to complete additional responses for up to 10 venues. Please copy and paste Section 11 as required to prepare your responses for each venue within this Word document.</i></p>		
Section 11: Venue 1		
32	Building/location name (optional)	The Regis Centre
33	Street Address	Belmont Street
34	Town/City	Bognor Regis
35	County	West Sussex
36	Postcode	PO21 1LD
37	Parliamentary Constituency	Bognor Regis and Littlehampton

38	<p>Type of venue/place <i>Select one</i></p>	<p>Country parks/open spaces/seaside</p> <p>Tourist attractions</p> <p>Transport Networks (including motorway services)</p> <p>Entertainment (e.g. cinemas, bowling alleys, theatres)</p> <p>Retail</p> <p>Hospitality (e.g. restaurants, cafes, pubs)</p> <p>Healthcare buildings</p> <p>Leisure/sport venues</p> <p>Other (<i>please tell us which</i>)</p>
39	<p>Venue 1 - what is the rationale for choosing this venue/location?</p> <p><i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i></p>	<p>Bognor Regis is a large seaside resort town in West Sussex, on the south coast of England. There is no other CPT provision in Bognor Regis. The Regis Centre is located on the seafront in the centre of the town. This is an ideal location near the beach, tourist facilities and close to the high street. This location has over 274,000 visitors per year just based on carparks alone.</p> <p>The Regis Centre itself is a vibrant venue with a range of entertainment such as dance, musicals, drama and family events. It has a 364-seat auditorium, café, shop, and studio spaces.</p> <p>The seafront has traditional attractions like a promenade, crazy golf, and a pier.</p> <p>The Butlins holiday resort is located nearby drawing high numbers of visitors to the area, many of whom visit Bognor Regis seafront.</p> <p>This CPT location is adjacent to the Bognor Town Hall which is owned by Arun District Council and is a public access building. This location, therefore, is also ideal for people wanting to access the council offices.</p> <p>Following consultation with over 10 groups including disability interest groups was highlighted as one of the top locations.</p> <p>We would install a permanent CPT pod to this site in the carpark next to existing toilets and designate a disabled parking bay adjacent. The CPT will be monitored and cleaned twice daily by our cleaning team and will be overseen by Bognor Town Hall.</p>
40	<p>Would you like to add another venue?</p>	<p>Yes</p>

Section 12: Venue 2		
41	Building/location name (optional)	Wildfowl and Wetland Trust
42	Street Address	Mill Road
43	Town/City	Arundel
44	County	West Sussex
45	Postcode	BN18 9PB
46	Parliamentary Constituency	Arundel and South Downs
47	Type of venue/place <i>Select one</i>	Country parks/open spaces/seaside
		Tourist attractions
		Transport Networks (including motorway services)
		Entertainment (e.g. cinemas, bowling alleys, theatres)
		Retail
		Hospitality (e.g. restaurants, cafes, pubs)
		Healthcare buildings
		Leisure/sport venues
		Other (<i>please tell us which</i>)
48	Venue 2 - what is the rationale for choosing this venue/location? <i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i>	<p>Located in the medieval town of Arundel, West Sussex, the Wildfowl and Wetland Trust (WWT) Centre is a popular attraction. The WWT centre has up to 100,000 visitors per year and is open 7 days a week all year-round. This CPT facility will be publicly available, kept unlocked and managed by reception staff. The centre has disabled parking outside the main entrance. The CPT will be located inside the visitor centre, directly off reception, through automatic doors. The whole site is fully accessible. The Centre Manager has had numerous members of the public request a CPT, and as a result the centre allocated a suitable space over 2 years ago, following CPT guidance. The WWT centre has been fundraising and have £3,000 to contribute. The feedback from consulting groups and organisations has been very positive for this location. Arundel has no other CPT.</p> <p>The nearby Arundel Castle Cricket Club also have several SEND school groups who access the grounds and have informed us that some children can't come as there is no CPT in the area. If successful these children would be able to visit and access the CPT at the WWT site.</p>

		The town of Arundel is very popular and has high numbers of visitors not only people visiting the town, but also Arundel Castle and the river Arun area. The WWT site is opposite the picturesque Swanbourne lake, located in the 1,000-acre Arundel Park.
49	Would you like to add another venue?	Yes
Section 13: Venue 3		
50	Building/location name (optional)	Hotham Park
51	Street Address	Upper Bognor Road (A259)
52	Town/City	Bognor Regis
53	County	West Sussex
54	Postcode	PO21 1HN
55	Parliamentary Constituency	Bognor Regis and Littlehampton
56	Type of venue/place <i>Select one</i>	Country parks/open spaces/seaside
		Tourist attractions
		Transport Networks (including motorway services)
		Entertainment (e.g. cinemas, bowling alleys, theatres)
		Retail
		Hospitality (e.g. restaurants, cafes, pubs)
		Healthcare buildings
		Leisure/sport venues
		Other (<i>please tell us which</i>)
57	Venue 2- what is the rationale for choosing this venue/location? <i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i>	Hotham Park is in Bognor Regis, West Sussex. This large town requires two CPTs and while the Regis Centre has a seafront and town centre location, Hotham Park is a large public park covering an area of 22 acres. The park is well maintained with many specimen trees from around the world. The park has undergone an extensive regeneration. Hotham park is open to the public year-round has many amenities appealing to both residents and tourists. These include a café, crazy golf, lake, miniature railway, children's play area and heritage buildings. Winner of the prestigious Green Flag Award which recognises the best green spaces in the country. Located close to the beach, and Bognor Regis town centre, the park has good

		<p>transport links nearby with a large train station. The park attracts over 100,000 visitors per year with carpark figures of 58,400.</p> <p>The Butlins holiday resort is located ½ mile away drawing high numbers of visitors to the area, many of which visit Hotham park.</p> <p>The CPT will be in a permanent structure/pod at Hotham park lodge. Our cleaning team will monitor clean it twice daily. Disabled parking is available in an adjacent car park and we intend to designate a dedicated bay next to the CPT. We have consulted over 10 local groups and organisations such as day centres, disability groups, town councils and members. Feedback, which has been in favour of this location as one of the top venues, has been used to reach the decision.</p>
58	Would you like to add another venue?	Yes
Section 14: Venue 4		
59	Building/location name (optional)	Coastguards Toilets
60	Street Address	Coastguards Road
61	Town/City	Littlehampton
62	County	West Sussex
63	Postcode	BN17 5LH
64	Parliamentary Constituency	Bognor Regis and Littlehampton
65	Type of venue/place <i>Select one</i>	Country parks/open spaces/seaside
		Tourist attractions
		Transport Networks (including motorway services)
		Entertainment (e.g. cinemas, bowling alleys, theatres)
		Retail
		Hospitality (e.g. restaurants, cafes, pubs)
		Healthcare buildings
		Leisure/sport venues
Other (<i>please tell us which</i>)		
66	Venue 3 - what is the rationale for choosing this venue/location?	This site was added following consultation with groups and organisations. It was suggested as a good location for users so

	<p><i>Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit)</i></p>	<p>was therefore carefully considered and included in the bid.</p> <p>Littlehampton is a large seaside town which attracts many visitors. It is a well-established resort with a promenade, amusements, theme park and well-maintained seafront gardens. Located at the mouth of the Arun it also attracts visitors using the river. The area has a variety of award-winning architecture including the Stage by the Sea, East Beach Café, and Britain's Longest Bench. The location pinpointed for the toilet is on the seafront near a mile-long sand and shingle beach. This is close to the town centre which has good transport links with a railway station. The car parks alone show visitor number of over 178,000 per year.</p> <p>The Council's Civic Centre is in Littlehampton, a short distance from the coastguard toilets. This is the main council offices for Arun District Council and people accessing this facility will be able to utilise this CPT.</p> <p>It is planned that this CPT will be incorporated into the programmed refurbishment of the existing toilets. The CPT will be monitored and cleaned twice daily by our cleaning team and keyholder managed by the Windmill site adjacent. There will be a dedicated disable parking bay close to the facility.</p>
67	Would you like to add another venue?	No
<p>Copy and paste Section 11 to add more venues as required below.</p>		
<p>Sections 12 – 20 of online EOI enable you to add additional venues, and include Questions 41 - 120</p>		
<p>Section 21: Other information</p>		
121	<p>Please use this space to share any other information that you think is relevant to your application (250-word limit)</p>	<p>Arun District Council feel strongly that we must ensure all our residents and visitors have facilities needed to enjoy the many, and varied, attractions of the area. It is essential we do everything possible to ensure the well-being and dignity of disabled people. The Council's Equality and Diversity Policy 2014 describes our support of the Equality Act 2010 and how equality is as the centre of all council decisions. The Council has</p>

		<p>produced a CPT Guidance document highlighting our commitment.</p> <p>Several locations were carefully considered, those included were selected through consultation with various disability groups and organisations along with Members and council departments. The Council has greatly valued feedback, informing our decisions and helping raise an additional site. Muscular Dystrophy UK has been very supportive providing guidance.</p> <p>The proposed CPTs are ideally located as indicated by the Research Institute for Disabled Consumers describing seaside, parks, and tourist areas as top locations.</p> <p>Arundel, Littlehampton, and Bognor Regis form a triangle of towns with a range of facilities and attractions making them popular destinations for a high volume of visitors.</p> <p>Our Property and Estates team have been consulted regarding project management and ongoing maintenance. Various installers have provided costings and discussed the sites.</p> <p>The CPT locations and this Expression of Interest have gone before our relevant Members' committee who have firmly endorsed its content and submission. The committee have also taken necessary steps to ensure the capital and revenue budgetary provision stated is available in the event the CPTs are allocated funding.</p>
--	--	---

Section 22: Declaration

122	I confirm that the information provided in this EOI has been assured by a relevant council official i.e., Section 151 Officer, and that sufficient revenue funding has been identified by those responsible for the up-keep and maintenance of all Changing Places facilities delivered through this funding for the lifetime of the asset.	Yes
-----	---	-----