

West Suffolk Council Changing Places Toilet – terms of use and application for key

The Changing Places toilet is not for independent use and the user should be accompanied by a carer. Only one key to the facility per carer will be provided.

Changing Places toilet facilities are intended for disabled people who require the assistance of a carer to use the toilet. To use The Guineas Changing Places toilet, users need to register with West Suffolk Council to obtain a key for access to the unit. **Evidence of high rated Disability Living Allowance or Personal Independent Payment must be provided before a key is issued.** Keys are not to be transferred between users.

Anybody wishing to use this Changing Places facility should be appropriately trained in the use of specialist equipment including hoists and changing benches. If you are not sure how to use the equipment you should not attempt to use it. **People operating this equipment do so at their own risk and are not covered by the council's public liability insurance.**

As a carer using the facility you will need to satisfy yourself that the slings you are using are compatible with the hoist. West Suffolk Council does not supply slings for health and safety reasons. If there is any doubt as to the compatibility of slings, then the hoist should not be used. The hoist that we have in The Guineas is the Astor Bannerman A2b and comes with a loop system hanging bar.

Before using the facility, please use the protective paper provided and remove the paper after use.

All soiled or disposable material should be placed in the sanitary waste bin provided. Please take all soiled clothing away, and please consider others and leave the room neat and tidy.

As a carer or user it is your responsibility to always ensure safety, especially when using the hoist. **Under no circumstances should the weight limit of the equipment be exceeded. Hoist maximum weight 31.5 stone (200kg) and the changing bench maximum weight is 30 stone (200kg).**

To maintain a high quality of service please contact our Facilities Management team if the equipment is damaged or faulty by phoning **01284 757088** or email facilities.management@westsuffolk.gov.uk

Please consider others when using the facility and leave the room clean and tidy.

Application request for key

I confirm that I have been trained in the use of equipment inside the Changing Places facility and that I have read and understood the terms of use.

Carer's name (please print)	
Carer's address	
Carer's email address	
Carer's contact number	

User's name (please print)	
User's address	

Which address should the Changing Places key be sent to:

Carer		User	
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Only one key to the facility per carer will be provided. Lost keys must be reported to the email address below or by calling 01284 757088. A charge of £5.00 will apply.

To be given access, **evidence of either high rated Disability Living Allowance or Personal Independent Payment must be sent with this form.**

Please indicate if you give consent for your benefit information to be held by West Suffolk Council:

Yes		No	
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Declaration

By submitting this form, I certify that the information on this form is true. I understand that the council is obliged to confirm proof of identity or authority and that it may be necessary to obtain further information to comply with this application, to protect members of the public against dishonesty, malpractice or other seriously improper conduct, or unfitness or incompetence.

Warning - a person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.

I confirm that I have been trained in the use of equipment inside the Changing Places facility and that I have read and understood the terms of use.

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website: [How we use your information](#)

Signed*	
Date	

* a signature can be typed or drawn, either is acceptable.

This form can be completed and submitted electronically to facilities.management@westsuffolk.gov.uk or printed off and returned to:

Facilities and Leisure Service
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

Please note it may take up to five working days for the Facilities Management Team to respond to your enquiry.