



Leyburn Changing Places Toilet (CPT) Access Application Form



The Leyburn Changing Places Toilet (CPT) has been provided to meet the needs of disabled people who cannot use the other public toilets, which are standard toilets and a disabled toilet, provided in Leyburn Market Place, opposite The Sandpiper Inn.

The Leyburn CPT facility is free to use, is fully compliant and registered with the Changing Places Consortium. To ensure the facility is always available 24/7 and remains free from vandalism, bespoke access control measures have been installed.

The Leyburn community can apply for an access key fob by completing the application form overleaf and take it to Leyburn Town Council at Thornborough Hall between 9am and 12 noon, Monday to Friday.

This application form to be completed by the CPT user or their parent / carer, who can complete on their behalf. Two forms of identification are to be provided with the completed form, one with a photograph of the user (eg passport, driving licence, utility bill), along with the Blue Badge issued to the user. No medical information is required.

A signature is required by the user or the parent/carer to agree to the terms and conditions of using the Leyburn CPT, details of which are overleaf. The information on this form will only be used to contact you if there are any access issues with the Leyburn CPT. The personal information supplied on this form will be processed in accordance with GDPR rules.

Any queries or problems please contact Leyburn Town Council :

- e: clerk@leyburntowncouncil.gov.uk
- t: 01969 622561 option 0 (Mon - Fri 9am to 12 noon)

Name of User	
Address (include post code)	
Telephone	
Email	
Over 18	Yes / No (please circle)
Signature	
Print Name	
User / Parent / Carer	(please circle)
Date	

Leyburn Changing Places Toilet Terms & Conditions

as at 29 May 2025

By signing the application form overleaf, the parent/carer/user agrees to the following terms and conditions for using the Leyburn Changing Places Toilet (CPT) :

- **I confirm that the named user is unable to use either standard toilets or disabled toilets, and so has a need to use the Changing Places Toilet in Leyburn.**
- **I agree to not share or loan the Leyburn CPT key fob to anyone else and confirm that it is only for use by the named person overleaf.**
- **I agree to return the Leyburn CPT key fob when no longer needed or if asked to return by Leyburn Town Council.**
- I agree to visually check the facility before use for any hazards.
- I am competent to use the equipment provided, given the information provided within the CPT for each piece of equipment.
- I agree to follow the equipment instructions provided at the venue.
- I agree to use protective paper towel, as provided, on the Changing Bench and dispose of it, and all soiled items in the waste bin provided
- I agree to report any spillages or hygiene issues.
- As no sling is provided within the Leyburn CPT, I agree to only use our own sling and that it is compatible with the hoist as per the information provided inside the CPT.
- I agree to check the safe working load of the hoist and not to exceed it.
- I agree that any children will be supervised whilst in the CPT facility.
- I agree to check that the water is turned off in the sink and to the shower before leaving.
- I agree to leave the CPT tidy and clean.
- For security purposes, I agree to ensure the CPT door is closed when I leave the facility to avoid any unauthorised persons attempting to enter.
- I agree to pay £10 for a replacement access fob if the original is lost.