

# PORTABLE CHANGING ROOMS



Strengthening our commitment to support Scottish football from the grass roots level up, the SFP have given portable changing rooms to more than twenty children's clubs.

The SFP containers provide clubs with changing rooms and storage space that provide teams with facilities that would otherwise not have been available.

## SFP COMMITMENTS

- The containers “on loan” from SFP and remain in the ownership of the SFP.
- SFP insure and repair the containers.
- SFP provide up to three containers maximum (2 changing and 1 storage unit).
- SFP will provide, at no cost to the Clubs, portable floodlights if required. SFP will carry out regular servicing of the floodlights upon request.
- SFP transport, lift and site the containers.
- SFP provide a one off lump sum grant award of up to £5,000.00 to facilitate the siting of the containers. This funding covers builder work and service provision alterations. For example foundations, drainage, power connection, water connection, ground preparation, ramping, fencing etc.
- SFP will assist in connection with professional consultancy fees relating to obtaining planning and building warrant consent. Watts Group is retained by SFP to assist in this regard.
- The above noted SFP commitments are at no cost to the applicant.

## CLUB COMMITMENTS

- Clubs are responsible for identifying suitable sites for the containers.
- Clubs are responsible for obtaining all necessary statutory consents. This usually involves obtaining both planning and building warrant consents.
- Clubs are responsible for appointing a building contractor to facilitate the enabling works (builder work and services as noted above). Watts Group is able to assist in this process if required.
- Clubs are responsible to ensure that the containers are installed in accordance with planning and building control conditions and requirements.
- Clubs must maintain the containers at their own cost and keep the containers in good condition.
- Clubs must ensure the floodlights are regularly serviced (see above). Failure to do so may result in major repair and unnecessary cost.
- Clubs must obtain all necessary Planning consents. The procedure involves completing the requisite forms (application form, land ownership form) and preparing a location plan (OS map), block plan (location on the selected site) and floor plans (standard layout drawings). Advertisement consent

may also be required (public notification of proposals) as part of the planning process.

- Clubs must obtain Building Warrant consent. The procedure involves completing the requisite application form, submission of the above noted plans and, in addition, any further technical information required by the building control officer (foundation details, drainage details, details of service connections etc).

## STATUTORY CONSENTS

- To assist with the above noted Building Warrant process, a Scottish Government/COSLA Type Approval has been granted in respect of the warrant application. In essence, the containers have certain characteristics that make full compliance with current building regulations not possible e.g. thermal performance. Certain regulations have therefore been “relaxed” where considered to be reasonable. The Type Approval is valid in all 32 local authorities throughout Scotland. A copy of the document can be obtained from the SFP on request.
- The Watts Group are retained by the SFP to assist the Clubs as appropriate with the planning and warrant applications to the local authorities



## TECHNICAL AND HEALTH & SAFETY NOTES FOR CLUB AT HANDOVER

Upon receipt of the containers, club officials and duty holders must be aware of their on-going responsibilities in respect of the health, safety and welfare of the young people using the container facilities.

The following criteria must be met prior to occupation and during use.

### PLANNING

- Any conditions attached to the Planning consent must be adhered to post occupation e.g. provision of landscaping screens (hedging/trees), colour of external paint, container location, distances from boundaries etc.
- The original Planning consent documentation should be held on file by the Club.

### BUILDING WARRANT

- Prior to commencement of site works, the local authority building control must be advised of the start date.
- In accordance with the Building Scotland Act 2003, a certificate of completion for the building warrant works must be obtained. This will usually fall to the Club's contractor to provide, with the building control officer verifying the certificate validity via a site inspection and letter of approval. The certificate of completion and council verification should be kept on file by the Club.
- The original Building Warrant documentation should be kept on file by the Club.

### MEANS OF ESCAPE

- The means of exit from the containers in the event of an emergency must be kept clear at all times.

- Adequate lighting must be maintained externally to lead users to a place of safety away from fire.
- When in use, the containers should be supervised by a responsible adult at all times.

### ELECTRICAL WORKS

- All electrical contractors appointed must be members of SELECT or NICEIC and proof of membership should be held on file by the Club.
- All electrical works carried out by contractors appointed must be verified as meeting the requirements of BS 7671:2008 and the 17th Edition of the IEE Regulations.
- A copy of a current Electrical Compliance Certificate must be held on file by the Club.
- The electrical installation must be re-inspected every 5 years and the written report from the 5 yearly inspections must be held on file by the Club.

### FIRE EXTINGUISHERS

- All hand held portable fire fighting equipment must be subject to a maintenance agreement and be checked annually. Each appliance should be labelled, signed and dated after each annual inspection and test. Current paperwork confirming compliance must be held on file by the Club.

### FLOODLIGHTS

- All floodlights provided by the SFP should be maintained on a regular basis in accordance with the manufacturer's recommendations.
- The floodlights should not be allowed to be deteriorate to a condition that could render them unsafe or become beyond economic repair. Clubs should contact the SFP when the units are due for a service.

### MAINTENANCE

- The containers must only be used for the purpose that they were provided and be maintained in a condition commensurate with the handover condition, fair wear and tear accepted. Damaged or vandalised elements must be replaced at the expense of the Club.

### WATER SUPPLY AND DRAINAGE

- All works in connection with a supply of mains water to toilets must be carried out in compliance with the requirements of Scottish Water, who must be consulted prior to undertaking the works. Written approval from Scottish Water, where applicable should be held on file by the Club.
- Drainage connections to foul sewers or septic tanks must be carried out in compliance with the requirements of Scottish Water and the local authority building control officer.

**For more information contact:**

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