**Local Offer Website Change Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of request** | Click or tap to enter a date. | **Type of change** | Choose an item. |
| **Name** |  | **Role** | Choose an item. |
| **Email address**  |  | **If professional, name of service/ team/ organisation** |  |
| **Are you the page owner for the change(s) requested?** | Choose an item. |
| **Has the page been updated recently? If so, when?** | Choose an item. | Click or tap to enter a date. |
| **Do the change/page amend/new development/attachments to be added that have been requested below meet the Local Offer Quick Reference Content Style Guide to support accessibility? (see the Local Offer Development officer or email** **localoffer@swindon.gov.uk** **for more information)** | Choose an item. |
| **Is the change/page amend/new development related to the Local Offer You Tube channel?** | Choose an item. |
| **If yes, have you included a transcript of the contents of the You Tube video? Or, have you checked that the subtitles are a good representation of the spoken content of the video? Note: If you answer no, the request may be rejected.** | Choose an item. |
| **Have you subscribed to the Local Offer You Tube channel?****If no, please do so** [**Swindon Local Offer - YouTube**](https://www.youtube.com/%40swindonlocaloffer5364) | Choose an item. |

|  |
| --- |
| **Description of change/ new development requested** |
|  |
| **Link to the page the request refers to (if applicable)** |
|  |
| **RAG rating of the urgency of request** | Choose an item. |
| **Reason/ benefit of change** |
|  |
| **Additional information - please include here any attachments, screenshots, reports, changes in legislation or any other relevant information. Attachments/documents need to adhere to accessibility standards (please speak to the Local Offer Development Officer or email** **localoffer@swindon.gov.uk****, for more information) and may be changed if it doesn’t meet these standards. Please request template from Local Offer Development Officer.** |
|  |

**Please return this form to the Local Offer and Development Officer by email at** **Localoffer@swindon.gov.uk**

**For SEND Service use:**

|  |  |
| --- | --- |
| **Has the requester met the** accessibility and web content style guidelines **within their requested changes/amends/new development?** | Choose an item. |
| **If no, return to requester to consider this** |
| **If this is a request in relation to the Local Offer You Tube channel, has the requester included a transcript of the video to be uploaded? Or have they checked that the subtitles are a good representation of the spoken content of the video?** | Choose an item. |
| **If no, return to requester to provide transcript/check subtitles.** |  |
| **SEND Service RAG rating** | Choose an item. |
| **Justification** |
|  |
| **Any other comments** |
|  |
| **Signed by Local Offer Development Officer** |  |
| **Date** | Click or tap to enter a date. |