

## WELSH ASSEMBLY GOVERNMENT INITIATIVE

### COMMUNITY TOILET GRANT SCHEME

#### GUIDANCE NOTES

1. The Community Toilet Grant Scheme facilitates partnerships between local authorities and local businesses, such as pubs, post offices and shops, to work together to provide cleaner, safer and more accessible convenience facilities for the general public.
2. Local authorities participating in the scheme will receive an annual grant from the Welsh Assembly Government to repay businesses who allow public access to their facilities, up to a maximum reimbursement value. (Pro Rata – Dependant on date of joining)
3. Conwy County Borough Council's Environmental Services Department is currently undertaking a review of public convenience facilities provided throughout the county. One of the elements being reviewed during this exercise is the viability of running a Community Toilet Grant Scheme within Conwy.
4. The following paperwork should be used by businesses to register their interest in participating in a Community Toilet Grant Scheme with Conwy County Borough Council. Completed forms shall be used to determine the viability of running a scheme within Conwy, and, if viable, shall be used to determine the most appropriate facilities for inclusion within the scheme.
5. Completed questionnaires should be sent to the address below prior to you signing up:-

Community Toilet Grant Scheme  
Environment, Roads & Facilities  
Conwy County Borough Council  
PO Box 1  
Conwy  
LL30 9GN

#### FURTHER SCHEME DETAILS

Although the final details of any Community Toilet Grant Scheme within Conwy are yet to be determined, the following notes provide some further information relating to the likely detail of any scheme adopted.

1. Any business can apply to Conwy County Borough Council for inclusion in the scheme. Applications will initially be considered based upon its location and existing local provision. If appropriate, the premises shall then be assessed by a Council Officer and where suitable, a financial offer made depending on the number, the standard and type of facilities available and the opening hours.
2. Any participating premises must have adequate Public Liability Insurance (as determined by Conwy County Borough Council). **A copy of a valid insurance certificate will be required from each applicant.**

3. Participating premises shall display a sticker/poster in their window indicating male, female, wheelchair accessible facilities and baby changing facilities, as appropriate. Signage shall be organised by Conwy County Borough Council prior to an official start date being established.
4. Members of the public shall be allowed to make use of the facilities during the business's opening hours without the need to make a purchase.
5. The maximum award shall not exceed £500 per annum (Pro Rata). If a business is successfully placed on the scheme, payment shall be made once a year after a period of six months.
6. A Minute of Agreement shall be signed by the owner / manager / representative of the business and the Council to formally set up the Partnership. The agreement will be for a period of three years, but may be negotiable where this is considered inappropriate. Withdrawal from the scheme can be made at any time by giving 3 months written notice.
7. The premises shall be routinely inspected at least once a year.

## QUESTIONNAIRE

A1	Full name of business	
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A2	Name of business owner / manager / representative	
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A3	Full business address	
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A4	Contact Telephone Number	
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A5	Number and type of toilets which could be made available through the scheme	
Male		
Female		
Disabled		

A6	Are baby changing facilities available?	
	Yes	
	No	

A7	Business opening hours	Summer/Winter
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Signature of Manager/Business Owner:

Date:

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Signature of Officer/Council Employee:

Date:

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Bank details for Payment

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