



Bedford Borough Council Community Toilet Scheme
Application Form

Name	
Position	
Business name	
Address	
Postcode	
Email	
Telephone number	

	Male	Female	Unisex	Disabled
Number and type of toilets to be made available through the scheme				
Baby changing facilities available in each area				

Business hours	Opening time	Closing time	Lunch time closing periods etc
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please tell us how you monitor the cleanliness of your toilet facilities on a daily basis?

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Scheme Terms and Conditions

1. The general public will be permitted to access the Providers toilet facilities during the agreed opening hours and with no obligation or pressure to make a purchase/use a service.
2. Any participating Providers premises must have adequate public liability insurance, a copy of which will be required from each applicant joining the scheme.
3. Participating Providers agree to display a small sticker in their window which will highlight the facilities provided by the venue. Stickers will be provided by Bedford Borough Council.
4. Applications will be considered based on their location, number of toilets available, opening hours and standard of upkeep. If appropriate, the premises will be assessed by a council officer, and where suitable an offer to join the scheme will be made to the Provider based on the facilities available.
5. The toilet facilities will be routinely inspected on a quarterly basis.
6. The maximum award will not exceed £800 pa. If a Provider is successfully placed on the scheme payment will be an agreed annual amount but paid in two instalments The first initial payment being paid after a 30 day probation period and the second instalment in October
7. A formal agreement with full terms and conditions will be signed by both the Provider and Bedford Borough Council. The agreement will be for a period of 3 years, but may be negotiable where this is considered appropriate.
8. Withdrawal from the scheme can be made at any time by giving 3 months written notice.

Signature.....

Date

Please return completed forms via email to: Env.services@bedford.gov.uk

Or by post to: Community Toilet Scheme, Bedford Borough Council, Environmental Services, Room 401, Borough Hall, Cauldwell Street, Bedford, MK42 9AP