





**LOO OF THE YEAR AWARDS  
ATTENDANT OF THE YEAR AWARDS  
ENTRY FORM**



**For Office Use Only**  
Entry Number:.....  
Inspector:.....



**LOO OF THE YEAR &  
ATTENDANT OF THE YEAR AWARDS  
ENTRY FORM**

**ENTRY INFORMATION**

- The 2012 Loo of the Year Awards are open to all 'away from home' toilets in any one of the fifty six different entry categories listed below.
- An entry consists of one set of male, female, accessible and (baby) changing facilities, in relatively close proximity but not necessarily on the same floor or in the same immediate area. Adult/Child changing (Changing Places) facilities may also be included in a set.
- Any number of entry sets can be submitted, covering different locations in the same or separate buildings, towns or cities.
- All male, female, accessible and baby changing facilities will be separately graded and the overall entry grade will be the aggregate grading awarded for the whole entry.
- Each entry will be assumed to include accessible and baby changing facilities, except where it is either unreasonable to provide an accessible toilet (e.g. upstairs café with no lift) or no babies are normally allowed (e.g. school toilet). Where accessible and/or baby changing facilities are not provided by an entry which we feel ought to be catering for special needs users and/or babies, the overall grading awarded is likely to be affected by the non-availability of these facilities.
- Please list your entries on the entry form overleaf, making sure you provide accurate information about opening hours and whether or not each entry has a full time Attendant(s).**
- Please provide entry location directions where necessary, to assist our Inspectors' journey planning. Numbered location maps are useful for multiple entries – particularly from Local Authorities.
- Please provide information as requested concerning cleaning staff/contractors, to assist identification of our Attendant of the Year Award winners.
- All attendants and cleaning staff will automatically be entered in the Attendant of the Year Awards and any staff seen at the time of the unannounced inspection visit will be deemed to represent the whole team.
- All entries will receive a Bronze, Silver, Gold or Platinum grade. All entries achieving these grades will receive an Award Certificate. All Platinum, Gold and some Silver grade winners will qualify for selection for our range of National Awards, as detailed in the Awards flyer enclosed.
- Please send your completed entry form to: **Loo of the Year Awards, PO Box 847, Horsham, RH12 5AL or scan and email to [information@loo.co.uk](mailto:information@loo.co.uk)**
- Authorised entries can also be made on-line via the Awards website: [www.loo.co.uk](http://www.loo.co.uk)

**THE CLOSING DATE FOR ENTRIES IS 31st JULY 2012**

**ENTRY CATEGORIES**

Retail	1. Shopping Centres	Holiday Parks	34. Camping & Touring or Static Caravan Sites		
	2. Supermarkets				
	3. Department Stores				
	4. Convenience Stores		Education		
	5. Food Superstores		35. Early Years		
	6. GM Superstores - non-food		36. Primary Schools & Play Centres		
	7. Self Storage		37. Secondary Schools		
	8. Markets		38. Higher & Adult Education		
Hospitality	9. Hotels	Health	40. Hospitals & Surgeries		
	10. Restaurants		42. Day Centres		
	11. Quick Service / Fast Food Restaurants		43. Nursing & Residential Homes		
	12. Cafes & Coffee Shops				
	13. Pubs & Wine Bars		Offices		
	14. Night Clubs		44. Commercial & Public		
	15. Conference & Banqueting Venues		Car Parks		
Leisure	16. Leisure & Recreation Centres	Local Authority Public Toilets	45. Public & Private		
	17. Community Centres		46. Full Time Attended		
	18. Parks & Gardens		47. Non – Attended		
	19. Garden Centres		48. Automatic / Semi-Automatic		
	20. Water & Theme Parks		Mobile Toilets	49. Mobile / Portable Toilets	
	21. Visitor Attractions			Transport	
				50. Motorway Service Areas	
Heritage	23. Museums & Galleries	Transport	51. Roadside Restaurants / Service Stations		
	24. Historic Buildings		52. Railway Stations		
	25. Town Halls		53. Trains		
	26. Libraries		54. Airports		
	27. Places of Worship & Halls		56. Ferries & Ferry Ports		
	28. Cemeteries & Crematoria		57. Bus & Coach Stations		
	Entertainment		29. Theatres	Sport	58. Sports Venues & Stadia
			30. Cinemas		59. Sports & Health Clubs
31. Bingo Halls / Casinos					
32. Concert & Exhibition Halls		Beaches	60. Public or Privately Owned – within 50 metres of shoreline		
33. Exhibition Halls					

**Please detach this half, complete both sides and return to the Loo of the Year Awards (Address details overleaf)**

NAME OF ESTABLISHMENT/AUTHORITY: \_\_\_\_\_  
 ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ POST CODE: \_\_\_\_\_  
 POSITION: \_\_\_\_\_  
 TEL NO: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

INVOICE ADDRESS (if different from entry address): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 POST CODE: \_\_\_\_\_

**NOW PLEASE COMPLETE THE ENTRY LOCATION DETAILS OVERLEAF**

I/We wish to submit the following entry/entries in the 2012 Loo of the Year/Attendant of the Year Awards and enclose/agree to pay the relevant entry fees covering our entry/entries.

Purchase Order No. (if applicable):.....

Signed:..... Date:.....



**WHO IS RESPONSIBLE FOR CLEANING YOUR ENTRY/ENTRIES?**

Please tick relevant box and provide name of Contractor.

Own Staff  External Contractor  Contractor Name:.....

**ECO FRIENDLY TOILET AWARDS** Please tick the box below if you want your toilets to be considered for this award.  
 We will send you a Declaration Form for you to complete and return providing details of the environmentally friendly features of your toilets. Indicate specific **ECO FRIENDLY TOILET AWARDS** entries on the Entry Form overleaf if all entries are not to be considered.

**ENTRY FEES - EXCLUDING VAT (no change)**

NO. OF ENTRIES	ENTRY TYPE A	ENTRY TYPE B
	Inspection visit with Star Grading for all facilities provided within each Entry	Inspection visit with Star Grading for all facilities provided within each Entry plus summary report on each Entry
1 - 4 entries	£115 per entry	£135 per entry
5 - 9 entries	£105 per entry	£125 per entry
10 - 19 entries	£95 per entry	£115 per entry
20 - 49 entries	£90 per entry	£110 per entry
50 - 99 entries	£84 per entry	£105 per entry
100 or more entries	£80 per entry	£100 per entry

TOTAL NO. OF ENTRIES TYPE A:..... @ (Refer entry fee schedule above) £..... = £.....

TOTAL NO. OF ENTRIES TYPE B:..... @ (Refer entry fee schedule above) £..... = £.....

**NOTE: Where entries consist of both Type A and Type B, fee concessions are based on the total number of entries.**

TOTAL = £.....

ADD VAT @ 20% = £.....

TOTAL DUE = £.....

**PAYMENT METHODS**

1. BY CHEQUE Payable to Loo of the Year Awards Ltd. Please send cheque in post with hard copy of this form. Do not include payment of BTA invoices which must be paid separately. We will send a receipted invoice.

2. BY BACS  
 Sort Code: 55-81-26  
 Account No: 88038807  
 Account Name: Loo of the Year Awards Ltd  
 Reference: LOYA Entry

**NOW PLEASE COMPLETE THE ENTRY LOCATION DETAILS OVERLEAF**