



ENTRY FORM

2019 LOO OF THE YEAR AWARDS

"THE WASHROOM OSCARS"

ENTER NOW!

AWARDS TIMETABLE

February to June 2019
April to September 2019
6th December 2019

: Nominations and Entries Received
: Judging (unannounced visits)
UK Awards Presentation Event – St Johns Hotel Solihull

CLOSING DATE FOR ENTRIES - 30th June 2019

HOW TO ENTER ONE OR MORE LOOS

Complete the form overleaf, scan and email or nominations@loo.co.uk or post to: **Loo of the Year Awards, PO Box 103, Ledbury, HR8 9RB**

Entries can also be submitted on-line via the Awards website www.loo.co.uk

For queries: 24 Hour Hotline: **01531 640715**

BACS payment details overleaf. If paying by cheque - please send it with the entry form to:

Loo of the Year Awards, PO Box 103, Ledbury, HR8 9RB. All other payments by BACS

SUPPORTED BY



ENTRY INFORMATION

1. The 2019 Loo of the Year Awards are open to all 'away from home' washrooms in any one of the sixty-one different entry categories listed below.
2. 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. Changing Places, Space to Change or Hygiene Rooms facilities may also be included in a set.
3. Any number of entry sets can be submitted, covering different locations in the same or separate buildings, towns or cities.
4. 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.
5. 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).
6. **Please list your entries on the entry form overleaf, making sure you provide accurate information about opening hours and if each entry has an employed/contracted cleaner/Attendant(s) * see note 8 & 9 below**
7. 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.
8. **Please provide information as requested concerning cleaning staff/contractors, to assist identification of our Washroom Cleaner of the Year Award winners.**
9. All cleaning staff will automatically be entered in the Washroom Cleaner of the Year Awards and any staff seen at the time of the unannounced inspection visit will be deemed to represent the whole team.
10. All entries will receive a Silver, Gold, Platinum or Diamond grade. All entries achieving these grades will receive an Award Certificate. All Diamond and Platinum grade winners will qualify for selection for our range of National and UK and Ireland Awards, as detailed in the Awards flyer enclosed.
11. **Please scan and email to information@loo.co.uk or send your completed entry form to: Loo of the Year Awards PO Box 103, Ledbury, HR8 9RB**
12. Authorised entries can also be made on-line via the Awards website: www.loo.co.uk

THE CLOSING DATE FOR ENTRIES IS 30th JUNE 2019

ENTRY CATEGORIES

Retail	1.	Shopping Centres	Education	35.	Early Years				
	2.	Supermarkets – high street		36.	Primary Schools & Play Centres				
	3.	Department Stores		37.	Secondary Schools				
	4.	Convenience Stores		38.	Higher & Adult Education				
	5.	Food Superstores		39.	Special Schools				
	6.	GM Superstores – non-food		Health	40.	Hospitals			
	7.	Self-Storage			41.	Surgeries Clinics			
	8.	Markets			42.	Day Centres			
Hospitality	9.	Hotels & Motels	43.		Nursing & Residential Homes				
	10.	Restaurants	Offices		44.	Commercial & Public			
	11.	Quick Service / Fast Food Restaurants			Car Parks	45.	Public & Private		
	12.	Cafes & Coffee Shops				Public Toilets	46.	Full Time Attended	
	13.	Pubs & Wine Bars					47.	Non – Attended	
	14.	Night Clubs		48.			Automatic / Semi-Automatic		
	15.	Conference & Banqueting Venues		Mobile Toilets			49.	Mobile / Portable Toilets	
	Leisure	16.					Leisure & Recreation Centres	Transport	50.
17.		Community Centres					51.		Roadside Restaurants / Service Stations
18.		Parks & Gardens	52.				Railway Stations		
19.		Garden Centres	53.		Trains				
20.		Water & Theme Parks	Sport		54.	Airports			
21.		Visitor Attractions			55.	Ferries			
22.		Zoos and Safari Parks			56.	Ferry ports			
Heritage		23.		Museums & Galleries	57.	Bus & Coach Stations			
	24.	Historic Buildings		Beaches	58.	Sports Venues & Stadia			
	25.	Town Halls			59.	Sports & Health Clubs			
	26.	Libraries			Workplace	60.	Within 50 metres of shoreline		
	27.	Places of Worship & Halls				61.	Any workplace washrooms		
	28.	Cemeteries & Crematoria	Holiday Parks						
	Entertainment	29.				Theatres			
		30.				Cinemas			
31.		Bingo Halls / Casinos							
32.		Bowling Alleys							
33.		Concert & Exhibition Halls							

ENTRY FORM

Please complete **both sides** and return this page to the Loo of the Year Awards
(address above)

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

INVOICE ADDRESS (if different from entry address)	
POST CODE:	EMAIL ADDRESS - if different from that above:

I/We wish to submit the following entry/entries in the 2019 Loo of the Year/Washroom Cleaner of the Year Awards and enclose/agree to pay the relevant entry fees covering our entry/entries.

Signed: Date

Purchase Order No. to be shown on invoice:

2019 WASHROOM CLEANER OF THE YEAR AWARDS

WHO IS RESPONSIBLE FOR CLEANING YOUR ENTRY/ENTRIES?

Please tick relevant box and provide name of Contractor.

Own Staff External Contractor Contractors Name:

ECO FRIENDLY TOILET AWARDS Please tick the box below if you want your toilets to be considered for this award. You must also complete a Declaration Form – see below

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 AWARD** entries by **ticking** locations on the Entry Form overleaf if all entries are not to be considered.

NOW PLEASE COMPLETE THE ENTRY LOCATION DETAILS OVERLEAF

ENTRY FEES EXCLUDING VAT

NO. OF ENTRIES	ENTRY TYPE A Inspection visit with Star Grading for all facilities provided within each Entry	ENTRY TYPE B Inspection visit with Star Grading for all facilities provided within each Entry plus summary report on each Entry
1 - 4 entries	£137 per entry	£158 per entry
5 - 9 entries	£127 per entry	£148 per entry
10 - 19 entries	£116 per entry	£137per entry
20 - 49 entries	£110per entry	£130per entry
50 - 99 entries	£103 per entry	£128 per entry
100 or more	£95 per entry	£118per 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 BACS
Sort Code: 55-81-26
Account Number: 88038807
Account Name: Loo of the Year Awards Ltd
Reference: LOYA Entry

2. BY CHEQUE
Payable to Loo of the Year Awards Ltd.
Please send cheque in post with hard copy of this form.
We will send a receipted invoice.

NOW PLEASE COMPLETE THE ENTRY LOCATION DETAILS OVERLEAF

ENTRY LOCATION DETAILS

PLEASE COMPLETE ALL NECESSARY COLUMNS

Please tick the changing places (CP) box if a Changing Places Toilet, Space to Change or Hygiene Room is included

Entry No.	Name (e.g. first floor) and/or address of Toilet(s) Please supply location maps for multiple entries	Post Code	Entry Type A or B	Entry Category Ref. No. Refer to Page 2	Attended Washroom ✓	Changing Places Facility ✓	ECO Award ✓	Opening Times Include Sat & Sunday
1								
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PLEASE PHOTOCOPY IF MORE ENTRY SPACE IS REQUIRED

Please scan and email to: information@loo.co.uk,

or send completed form(s) to: Loo of the Year Awards, PO Box 103, Ledbury, HR8 9RB

or submit your entry(s) on-line via the Loo of the Year Awards website: WWW.LOO.CO.UK

Phone: 01531 640715