



Flare Ref:

Mobile Toilet Application Form

About You

Your Contact Details

Name:

Address:

Telephone No:

Name of your
Organisation/Group

Address of your
Organisation/Group

Is your organisation a
registered Charity?
(please delete appropriate)

Yes*/No

*If 'Yes' please provide
your Charity Number

Details of Organisational Structure

Chairperson

Purpose of Organisation

Please provide us with the contact name and contact details of the named individual who will be responsible for the units on site, act as the health and safety liaison and be present during the delivery and uplift of the units –

Name:

Address:

Contact Tel Number:

About the Event

Please describe the Event e.g. Gala Day, Fun Run

Location of Event

Start

Date:	Time:	am/pm
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Finish

Date:	Time:	am/pm
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Anticipated daily attendance

Has your Group or Organisation applied to us before for mobile public toilet units?

*If 'Yes' please provide previous date/s

Are you charging for entry to this event?

*If 'Yes' please provide details of charges

*If 'Yes' please provide

details of where any profit will be given e.g. community, charity, kept by organisation and give a percentage for each source.

How many units are you applying for?

Please use the chart overleaf to determine the numbers required. If you are requesting more than 3 units, please refer to point 8 below.

Would you require a disabled unit?

CRITERIA FOR PROVISION OF TEMPORARY MOBILE TOILET UNITS FOR COMMUNITY EVENTS

Specified below are the criteria that groups or organisations must fulfil in order to be eligible for consideration to be supplied with temporary mobile toilet units for public events.

1. The application must be from a properly constituted organisation.
2. There should be a named contactable individual who will be responsible for the units on site, act as a Health and Safety link and be present at delivery and uplift.
3. The application must be made no less than one calendar month prior to the event taking place.
4. No free allocations for any event of less than 2 hours duration, except in exceptional circumstances. Free allocation will be for a maximum of 2 days.
5. If there are existing operational public toilets on site then mobile toilets will not be supplied.
6. A group or organisation will not be allocated units more than twice in a financial year.
7. The event must not be intended to make profits for anything other than charity or the community.
8. If the organisation requires more than 3 units then an application must be made in writing to the Head of Environmental and Consumer Services detailing reasons for special request.
9. Cleanliness of the toilets is to be the responsibility of the organising Committee.

TABLE: GUIDE TO NUMBER OF MOBILE UNITS REQUIRED

No. of People	Hours in Event								
	1	2	3	4	5	6	7	8	9
100	2	2	2	3	3	3	3	3	3
500	2	2	3	3	3	3	3	3	4
1000	3	3	3	3	3	4	4	4	4
2000	3	3	3	4	4	4	4	5	5
3000	Please call Environment Services for advice – 01738 476476								

This table will help you determine how many mobile units you will need. It is based on the number of people you expect to attend and the duration of the event.

For example: If you were expecting 500 to attend your event and will last 3 hours, you will need 3 mobile units.