

This fact sheet is designed as a guide only to provide event operators with relevant information regarding adequate provision of toilet facilities at events. For detailed information, see the event industry guidelines.

Introduction

Many events are judged on the adequacy and cleanliness of the toilet facilities.

Depending on the nature and duration of the event, event operators need to ensure that adequate toilet facilities are provided for patrons, entertainers and support staff. These facilities must include water closet pans, urinals and hand basins. Showers are required where camping is proposed in conjunction with the event.

Facilities should be adequate in number, conveniently located, suitable for the event and maintained in a clean and tidy manner so that insanitary conditions do not occur. The toilet facilities must have the necessary provisions for the collection, treatment and disposal of sewage and wastewater.

This fact sheet is a guide to the requirements and the factors that need to be considered when planning toilet facilities for your event.

Toilet facilities

Unless otherwise permitted by the relevant authority, all toilets must be water-flush and have hand basins provided, connected to a cold water supply. Portable water-flush toilets must be provided where existing toilet facilities are inadequate.

Toilet and hand basin facilities should be:

- clearly designated, with a separate approach for each sex, and with unisex toilets for persons with a disability
- separate from food service preparation and storage areas
- cleaned and maintained for the duration of the event
- well-lit and clearly identified
- situated and screened to ensure privacy
- provided with hand washing basins with cold running water, soap (bar or liquid), disposable towels or air dryers and waste containers
- provided with toilet paper
- provided with separate disposal units for sanitary napkins, nappies, incontinence pads, condoms, needles and syringes, and other rubbish
- provided with nappy changing facilities
- serviced (including pump-out of portables) on a 24-hour basis during the event (vehicular access necessary).

Number of toilets required

There is no uniform Australian Standard for calculating the number of toilets required for events. However, when planning the provision of toilet facilities, the following should be taken into consideration:

- type of event
- duration of the event
- crowd type and activities
- number of patrons
- alcohol and food consumption.

For more information, contact your local Council

The following tables should be used as a guide only for events of one day or more. (Events of one or two hours with no food or drink may require fewer facilities.)

Toilet facilities for events where alcohol is not available					
MALES				FEMALES	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

Toilet facilities for events where alcohol is available					
MALES				FEMALES	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

Reducing toilet facilities for shorter duration events	
Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6hrs	75%
Less than 4hrs	70%

In addition to the above tables, the following facilities must also be provided:

- one sanitary convenience bin per female toilet.
- separate toilet and hand washing facilities for food handlers.
- at least one unisex toilet for patrons with a disability at each group of toilet facilities (refer to the Building Code of Australia for more information).
- the Building Code of Australia indicates that 1 urinal space = 0.6m.

The event operator may also consider the provision of additional unisex toilets to alleviate long queues.

Ablution facilities at event camping sites

Suggested minimum requirements for camping facilities based on two to three nights camping according to the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*:

Table 1 Ablution facilities

Sex	WC	Urinal	Hand basin	Showers
Male	1 per 50*	1 per 100*	1 per 75*	1 per 100*
Female	1 per 25*	N/A	1 per 75*	1 per 100*

(* Units expressed as per person, i.e. 1 WC per 50 persons)

Maintenance of facilities

To maintain facilities in a sanitary condition, they must be cleaned at least daily or more frequently where necessary to prevent nuisance or offensive conditions and infestation/harbourage by insects or pests.

A cleaning schedule should be established for toilet facilities and hand basins to cover frequency of cleaning, monitoring, equipment and chemicals to be used. Maintenance and cleaning schedules for toilets and hand-basins must ensure:

- an adequate supply of toilet paper and soap
- cleaning of toilets to a suitable timetable
- provision for disposal and removal of sanitary napkins
- availability of a plumber or appropriate maintenance person to repair or remove blockages
- adequate cleaning supplies are available for cleaning staff.