

TECHNICAL GUIDANCE

National Map of Toilets Identified in Local Toilets Strategies

Mapping Data Required from Local Authorities

Background

One of the commitments made during the passage of the Public Health (Wales) Act 2017 through the National Assembly for Wales in respect of local toilets strategies was to work to produce a national map of toilets. This map will be produced within existing Welsh Government mapping infrastructure, via the Lle website. This provides a geo-portal which was developed in partnership between Welsh Government and Natural Resources Wales. Lle serves as a hub for data and information covering a wide spectrum of topics, but primarily around the environment. Examples of data displayed on the online maps include Active Travel designated routes; air quality management areas; environment noise mapping; National Park and local authority boundaries; flood alert areas; habitat survey data and a range of other environmental information.

The website will generate all-Wales maps based on the datasets provided by local authorities which can be configured to focus on either the national picture, or on more local areas. The data included in the Lle map will be available as an open data service accessible to everyone. The link to the Lle portal is below.

<http://lle.gov.wales/home>

The Welsh Government has not developed an app, as many people are unable to use a smartphone for a number of reasons. It is more appropriate to focus on ensuring the information is available online through a wide range of websites and via traditional offline methods. We believe that app development is best done by professional developers who will be able to access the data from the Lle website.

Requirements

Once local authorities have identified the toilets that will be publicised as available for use by the general public, local authorities are required to prepare a dataset to a given specification (see later), and make it available as open data on their website. The dataset will consist of the location and specified characteristics of the identified toilets, and this data will be

consumed by the Welsh Government system and joined to other LA datasets to produce the national dataset for the Lle map.

For data to be classed as open data it needs to be made available under an open licence. Within the Public Sector this can be achieved by publishing data under the [Open Government Licence \(OGL\)](#).

As the data provided by local authorities is to be made available as open data, it will be available for reuse by third parties, either directly from the local authority's own website, or via the joined dataset behind the Lle map. This might include other online map services, app developers or commercial interests, as well as being available for reuse by other public sector organisations.

The dataset will be available in Welsh and English. The public will be able to see and search the data as it appears on the Lle website, to see the whole of Wales or to look at particular areas.

Local authorities will be able to generate their own maps from these open data feeds, or they can choose to configure the national map published on Lle to focus on their own area, with the potential to embed the locally configured map into their own website. Local Authorities are requested to also show a link to the Lle map as a whole to assist people in searching the data for other areas they may be visiting.

The Welsh Government will also endeavour to encourage other public sector websites to link to the maps.

Legal Basis

Section 141 of the Local Government Act 1972 provides the basis for the required data collection. This is reproduced below:-

“(1)[F1The council of a non-metropolitan county] may conduct, or assist in the conducting of, investigations into, and the collection of information relating to, any matters concerning the county or any part of the county and may make, or assist in the making of, arrangements whereby any such information and the results of any such investigation are made available to any other local authority in the county, any government department or the public.

(2)The appropriate Minister with respect to any matter may require the council of a county to provide him with any information with respect to that matter which is in the possession of, or available to, that council or any other local authority in the county in consequence of the exercise of any power conferred

by or under any enactment; and where such requirement is made in respect of any information which is in the possession of, or available to, any other local authority in the county, but not the county council, the county council may require that other authority to furnish them with that information.

[F2(3)This section shall have effect in relation to Wales—

(a)as if any reference to a council were a reference to a principal council; and

(b)as if any reference to a county were a reference to a principal area.]”

PLEASE NOTE: all owners of toilets should be made aware the data gathered under this strategy will be made openly available. This is in line with the Welsh Government’s commitment to open data which is outlined within the [Welsh Government Open Data Plan](#).

Technical Requirements

For this process to work, it is imperative that a consistent data structure is observed by all local authorities when making their data available as open data. The dataset that is to be collected for each toilet facility identified is specified in the table below. Please note that the comments do not form part of the dataset, but are there for explanatory purposes.

Please note that all text description fields **MUST** be supplied in Welsh and English as separate fields. This is because the Lle mapping generates a Welsh version and an English version of the maps separately.

The completed dataset must be published as a minimum in the CSV format, although other formats such as KML or JSON may also be used alongside the CSV. The CSV (and any other formats) should be made available on the local authority website behind a separate URL link to be publicised by the authority. This will enable the Welsh Government mapping systems to automatically consume the dataset from each local authority. The datasets behind these URL links should be kept up to date by each local authority so that regular refreshes by the Welsh Government system will pick up any updates. The URLs should ideally not change once data are placed behind them but if this proves necessary, the Welsh Government should be informed immediately.

Notes on the dataset

- Where rows are shaded in grey, supply of the data is not mandatory.

- One record should be completed per location reference number. Completion of all fields correctly will ensure that all the types of facilities available under each location reference will be recorded.
- The following table is indicative of the data required. The data **should not** be mapped using this table as a template, but to be put into a CSV or Excel format, utilising the data field names as the column headings. Data for each location should therefore be entered as one line per premises (see example section below).
- The CSV template populated with the headings will be available from the Welsh Government data mappers on request.

Local authority ID	Name of location – English	Name of Location - Welsh	UPRN reference	British National Grid location – x co-ordinate
W06000XX	High Street, Town	Y Stryd Fawr, Y Dre	xxx	xxx

Dataset to be collected for each identified toilet location

Data field name	Required format	Comment
Local authority ID	W060000XX	See separate list
Name of location – English		If the facility is located inside a shop, for example.
Name of Location – Welsh		
UPRN reference		This is a unique reference number that is allotted to each premises. It will be available from your LA's Local Land and Property Gazetteer Custodian.
British National Grid location – x co-ordinate		To nearest metre This can be found via internal GIS systems or via OS paper maps. This is only required if the UPRN cannot be provided.
British National Grid location – y co-ordinate		To nearest metre This is only required if the UPRN cannot be provided.
Postcode		To be provided to assist the public in locating toilet site.
Access notes – English	Text: 255 character limit	This should provide any access information a user may need to know – e.g. “on first floor”; “underground facilities, access via steps, disabled facility above ground, ask for key at café” Both languages <u>must</u> be provided, in separate fields
Access notes – Welsh	Text: 255 character limit	
Charge to access		If there is a charge to enter, put the amount only in the cell.
Opening times	Format to be used is 24 hr clock – 00.00	If opening times are the same Monday-Friday, only Monday needs to be completed.
Monday – open	00.00	
Monday – close	00.00	
Tuesday – open	00.00	
Tuesday – close	00.00	

Wednesday - open	00.00		
Wednesday - close	00.00		
Thursday – open	00.00		
Thursday – close	00.00		
Friday – open	00.00		
Friday – close	00.00		
Saturday – open	00.00		
Saturday – close	00.00		
Sunday – open	00.00		
Sunday – close	00.00		
Off peak and public holiday closure	Y = 1 N = 0	<p>The off-peak questions allow for the recording of seasonal opening variations. The minimum of text should be recorded to define the off-peak season, such as “September-May”; “closed during school term time”</p> <p>Both languages must be provided for all text fields completed.</p> <p>All the public holidays are listed separately on a yes/no basis, to allow for seasonal variations and the opening pattern of different types of premises. For consistency purposes between Welsh and English versions of the Lle map, yes should be recorded as 1, no as 0.</p> <p>Each field must be completed with 1 or 0. Do not leave any fields blank.</p>	
Are services reduced during off-peak seasons?	1/0		
What is off peak (English)	Text - 255 characters		
What is off peak (Welsh)	Text - 255 characters		
Closed Christmas Day	1/0		
Closed Boxing Day	1/0		
Closed New Year’s Day	1/0		
Closed May Bank Holiday	1/0		
Closed Good Friday	1/0		
Closed Easter Sunday	1/0		
Closed Easter Monday	1/0		
Closed Spring Bank Holiday	1/0		
Closed August Bank Holiday	1/0		
Facilities available	Y = 1 N = 0		Y/N answers as before. Each field must be completed with 1 or 0. Do not leave any fields blank.
Male only	1/0		i.e. for the sole use of the designated sex. A traditional male/female pairing of facilities

Female only	1/0	would therefore be recorded as male only and female only under the same reference number.
Unisex toilet	1/0	i.e. not marked for the sole use of male or female.
Baby change - in male only toilet	1/0	Denotes where the baby change facility is located – i.e. in women’s toilet; separate room; within the disabled toilet facility
Baby change - in female only toilet	1/0	
Baby change - in unisex toilet	1/0	
Baby change - in separate room to toilets	1/0	
Baby change – in disabled toilet	1/0	
Disabled – open access – male only	1/0	i.e. not reliant on user having a RADAR key
Disabled – open access – female only	1/0	
Disabled – open access – unisex	1/0	
Disabled RADAR – male only	1/0	i.e. RADAR key holders only
Disabled – RADAR – female only	1/0	
Disabled – RADAR – unisex	1/0	
Changing Place	1/0	These are toilets incorporating adult change facilities, hoists etc. for the use of people with profound disabilities and their carers

List of Local Authority ID codes

Code	English	Welsh
W06000001	Isle of Anglesey	Ynys Môn
W06000002	Gwynedd	Gwynedd
W06000003	Conwy	Conwy
W06000004	Denbighshire	Sir Ddinbych
W06000005	Flintshire	Sir y Fflint
W06000006	Wrexham	Wrecsam
W06000008	Ceredigion	Ceredigion
W06000009	Pembrokeshire	Sir Benfro
W06000010	Carmarthenshire	Sir Gaerfyrddin
W06000011	Swansea	Abertawe
W06000012	Neath Port Talbot	Castell-nedd Port Talbot
W06000013	Bridgend	Pen-y-bont ar Ogwr
W06000014	Vale of Glamorgan	Bro Morgannwg
W06000015	Cardiff	Caerdydd
W06000016	Rhondda Cynon Taf	Rhondda Cynon Taf
W06000018	Caerphilly	Caerffili
W06000019	Blaenau Gwent	Blaenau Gwent
W06000020	Torfaen	Tor-faen
W06000021	Monmouthshire	Sir Fynwy
W06000022	Newport	Casnewydd
W06000023	Powys	Powys
W06000024	Merthyr Tydfil	Merthyr Tudful