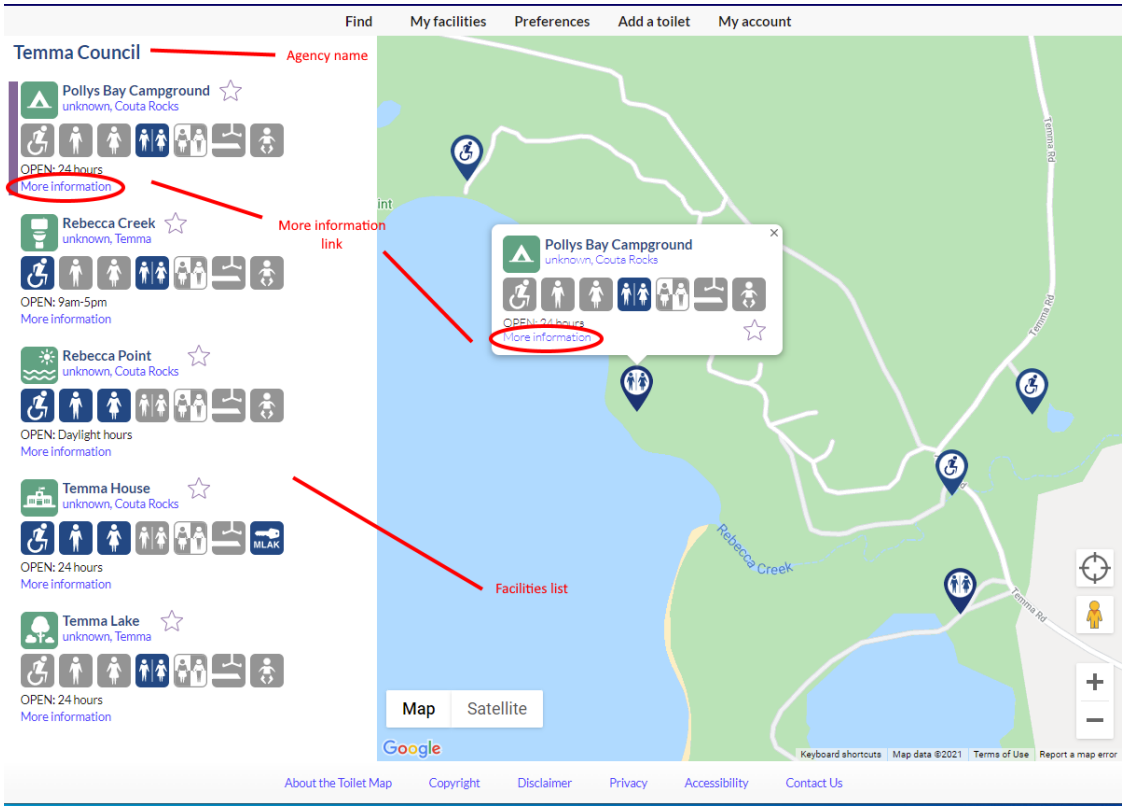
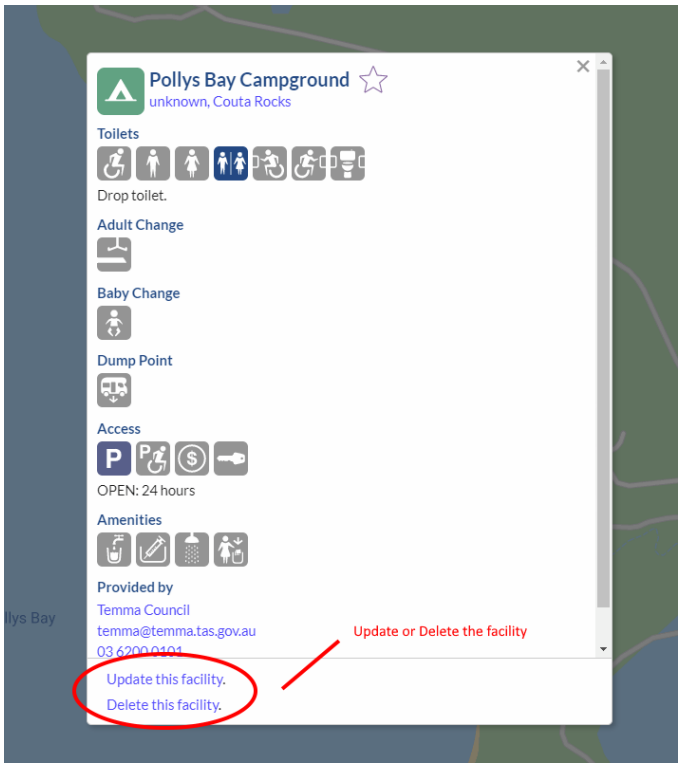
To update facilities on the National Public Toilet Map

Once logged in to the Toilet Map you will see a list of facilities provided by you and a map showing their locations. Click on the 'more information' link to see all of the details for a facility.



On the facility page you can edit or delete the facility by selecting the links at the bottom of the page.



The facility is made up of 6 sections of information:

- **Title and Location** – Add the type of location (beach, car park, shopping centre), enter an address or move the dot on a map to change the location
  Hint: when you move the dot on the map Google Maps chooses the address
  Hint: Don't use the word 'Toilet' in your facility name – a street or place name is preferred

- **Facility information/adult change/baby change/dump point** – Add the type of facility (accessible, unisex etc) – extra accessible information (ambulant, left/right hand transfer etc)

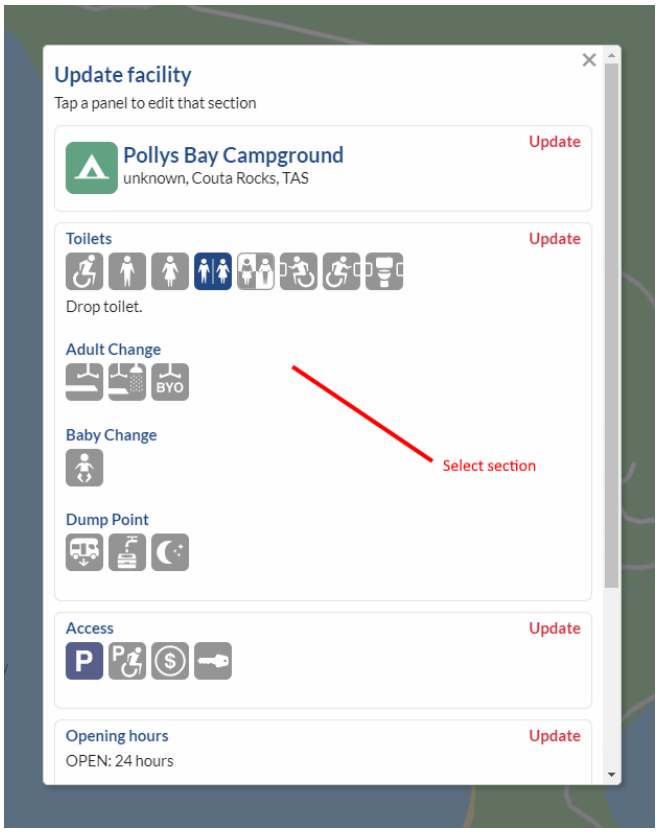
- **Access** – What parking is available, do you need a key/MLAK to access the facility

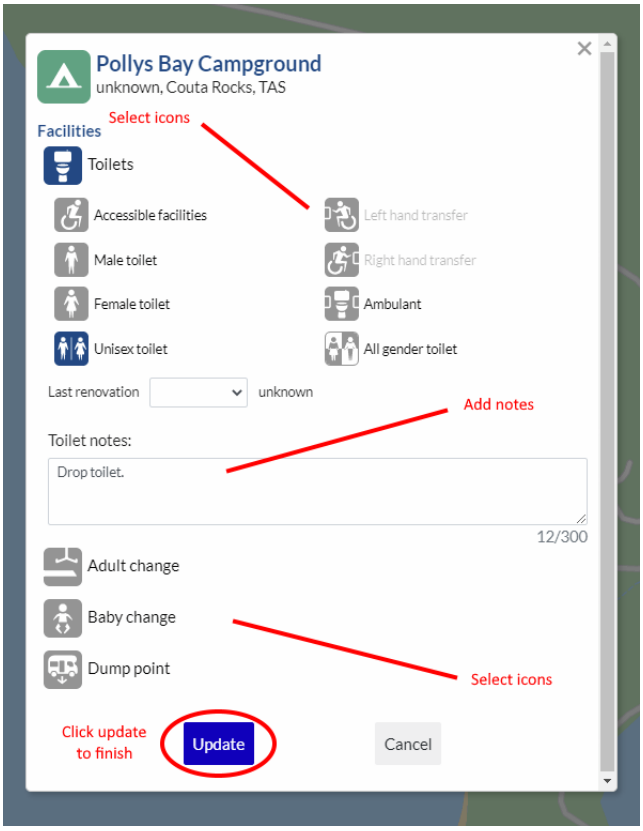
- **Opening hours** – When is the facility available – 24 hours, on a schedule eg 9am-5pm, close a facility temporarily
  Hint: If you do not add opening hours the facility will not show up in most searches on the Toilet Map (default search is for toilets that are 'open now')

- **Amenities** – Add sharps disposal, sanitary disposal, drinking water, showers etc

- **Photos** – Add photos of the facility – 4 maximum
  Hint: all photos need to be approved, it may take a few days to see them appear on the site

Click on each section to edit it. Click 'Update' to publish.
Hint: There are notes fields in most sections to provide further information.

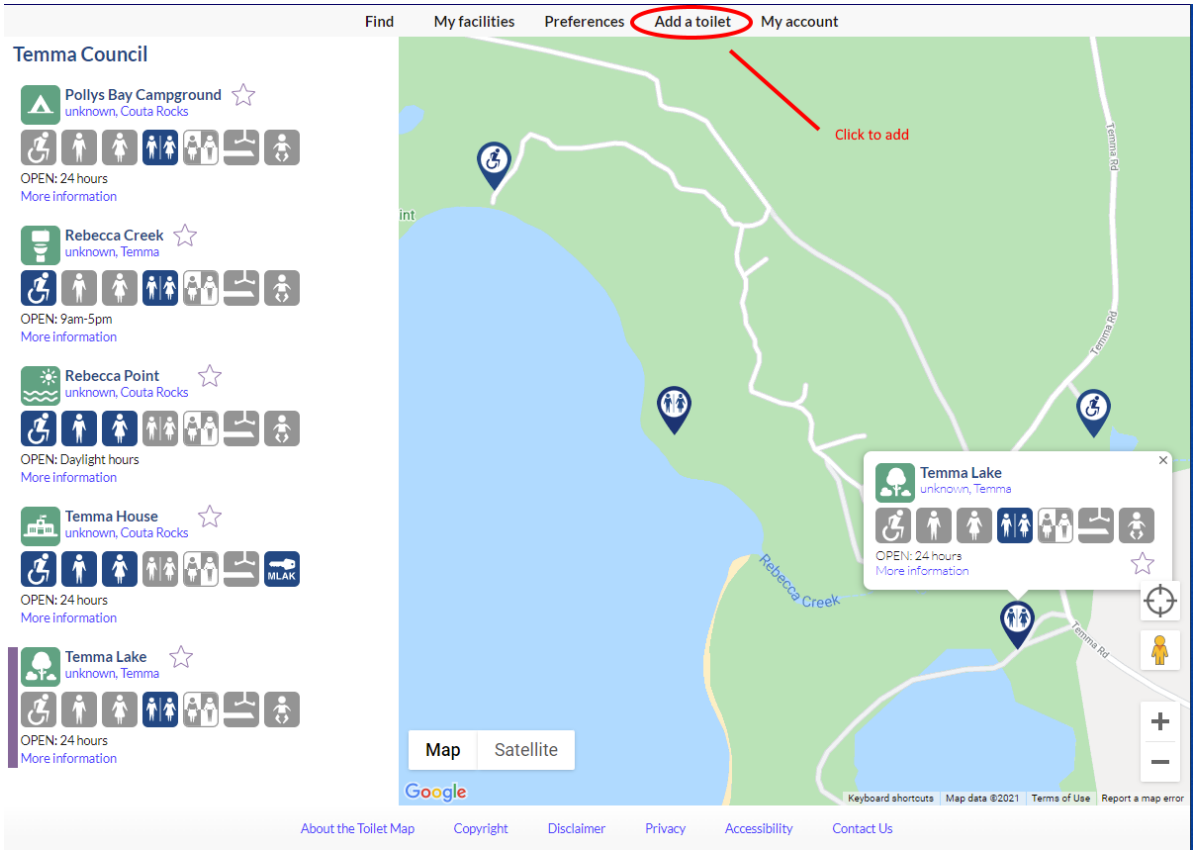




How to add a facility

To add a facility, once logged in, click on the 'Add a toilet' link and proceed through each section.

Hint: New facilities are checked for grammar and duplication before being published, it may take a few days to see it appear on the site. You will be notified via email once published.



Other information

- When you are logged in and looking at this view, you will only see facilities provided by yourself. To see all facilities listed, do a search on the Toilet Map from the home page
- Agency details are displayed with each facility you provide - if you need to update your agency details (name, email address, phone number) contact the Help Desk
- Verification requests are sent annually and will be sent to every user in the system that has access to your agency – to add users or find out who has access, contact the Help Desk
- If you would prefer, you can update your information in a spreadsheet, download the spreadsheet verification doco or contact the Help Desk to find out more
- Once signed up to the Toilet Map you can edit any facility as a crowd sourcer – however you will only have access to minimal fields in facilities that are not provided by your agency.
- All of the data from all providers is published at the beginning of each month on data.gov.au.

Contact

The Help Desk is available 9am-5pm AEST
Email: helpline@toiletmap.gov.au
Phone: 1800 990 646