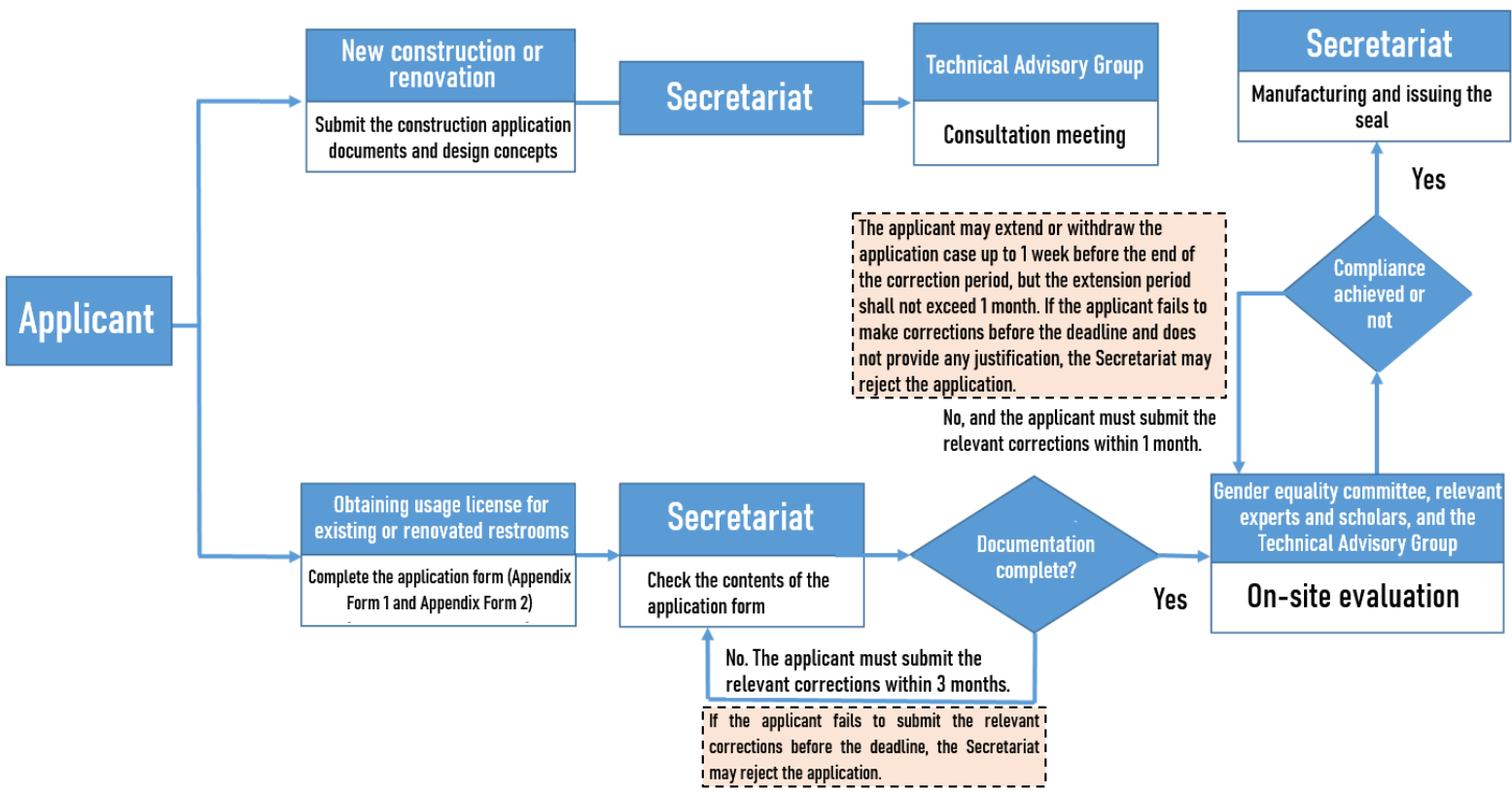


# **New Taipei City Application Plan for All Gender Restroom Labels**

1. This plan will be carried out in accordance with the items delineated in the 1st Inter-bureau Meeting Minutes of the New Taipei City All Gender Public Restroom Establishment Promotion Team (hereinafter referred to as the Promotion Team) held in 2021.
2. The Technical Advisory Group is composed of the City Government Secretariat, the Environmental Protection Bureau, the Social Welfare Bureau, and the Public Works Bureau, with the Environmental Protection Bureau serving as the Secretariat.
3. The New Taipei City All Gender Restroom Label (hereinafter referred to as the Label) is intended for new or existing restrooms in the city. The unit filing for the application of the label shall serve as the management unit of the all gender restroom.
4. Review process:
  - (1) New construction or renovation: the applicant shall submit the application documents and design concepts for the construction license to the Secretariat of the Promotion Team, and the Secretariat shall invite the members of the Technical Advisory Group to convene a meeting to provide relevant consultation and suggestions for the applicant.
  - (2) Obtaining usage license for existing or renovated restrooms:
    - i. Written review: The applicant shall complete and submit an Application Form (Appendix 1 to Appendix 2) to the Secretariat of the Promotion Team for review (Appendix Table 3). If the applicant does not meet the requirements, the Secretariat of the Promotion Team will send a letter requesting the applicant to make relevant corrections within 3 months. If the applicant fails to make the corrections before the deadline and does not provide any justification, the Secretariat may reject the application.
    - ii. On-site evaluation:
      - a. When an applicant passes the written review, the

Secretariat of the Promotion Team shall convene an evaluation committee consisting of 3–5 members. The committee shall consist of at least one member of the Gender Equality Committee of the New Taipei City Government, relevant experts and scholars, and members of the Technical Advisory Group of the Promotion Team and is responsible for conducting an on-site evaluation (evaluation form presented in Appendix Table 4).

- b. When an applicant does not meet the requirements, the Secretariat will send a letter to the applicant detailing the reasons for rejection and requesting the applicant to make corrections within 1 month after the letter is received. The applicant may extend the application case up to 1 week or withdraw the application case before the end of the correction period; the extension period shall not exceed 1 month.
  - c. If the applicant fails to make corrections before the deadline without justification, the Secretariat may reject the application.
5. The Technical Advisory Group of the Promotion Team shall recuse itself from attending the on-site evaluation if the Technical Advisory Group itself is the applicant.
6. Applications that pass the on-site evaluation shall receive an all gender restroom label manufactured and issued by the Secretariat of the Promotion Team. The specifications and design of the Label are presented in Appendix Table 5.
7. The application plan shall be effective from the date of promulgation. The Secretariat of the former project promotion team may make rolling adjustments according to operational performance of the plan. The adjustments shall be implemented upon submission to and approval by the Promotion Team.



**Appendix Figure 1.**  
**Flowchart of application for New Taipei City's all gender restroom label**

**Appendix Table 1.**  
**Application Form for New Taipei City's All Gender Restroom Label**

<b>Public restroom number</b>	(Leave blank if the restroom is not listed as a public restroom)	<b>Public restroom name</b>	
<b>Management unit</b>		<b>Affiliated units</b>	
<b>Service life of public restroom</b>	Year(s)    Month(s)	<b>Public restroom license number</b>	
<b>Address of the public restroom</b>			
<b>Rate of use on weekdays</b>	persons/day	<b>Rate of use on weekends</b>	persons/day
<b>Number of personnel required for maintenance</b>	persons/day	<b>Maintenance fees</b>	NTD/year
<b>Maintenance staff</b>	<input type="checkbox"/> Outsourced maintenance staff <input type="checkbox"/> Self-employed maintenance staff <input type="checkbox"/> Self-maintained by applicant unit		
<b>Applicant unit</b>		<b>Contact officer</b>	
<b>Contact number</b>		<b>Cell phone number</b>	
<b>E-mail</b>			
<b>Correspondence address</b>			
<b>Overview of the construction contents and floor plan:</b>			
<b>Signature of the applicant</b>		<b>Stamp of the applicant unit</b>	

Note :

- a. This form uses the number of public restrooms (not the number of toilet stalls) as the unit of measurement. Please fill out one application form per restroom.
- b. If the space provided in the form is insufficient, please print out and attach pages to the form to provide additional pictures and details.

**Appendix Table 2.**  
**Photos and descriptions of all gender restrooms**

<b>1. The restroom has a separate entrance and exit. The entrance and exit of the restroom are not equipped with doors; this allows restroom users to see who is entering and exiting the restroom.</b>	
Photo	Text description
<b>2. The restroom has numerous toilet stalls.</b>	
Photo	Text description

**3. No gender differentiation is implied by the use of slogans, images, or colors.**

Photo

Text description

**4. An explanation of “gender friendliness” is posted outside the restroom.**

Photo

Text description

**5. “Gender-friendly” slogans or introduction texts are posted inside the restroom.**

Photo

Text description

**6. The spatial layout planning of the restroom is presented at the entrance.**

Photo

Text description

**7. The door of each toilet stall is labeled with a clear icon indicating the individual toilet type (squatting toilet, sitting toilet, or urinal) therein.**

Photo

Text description

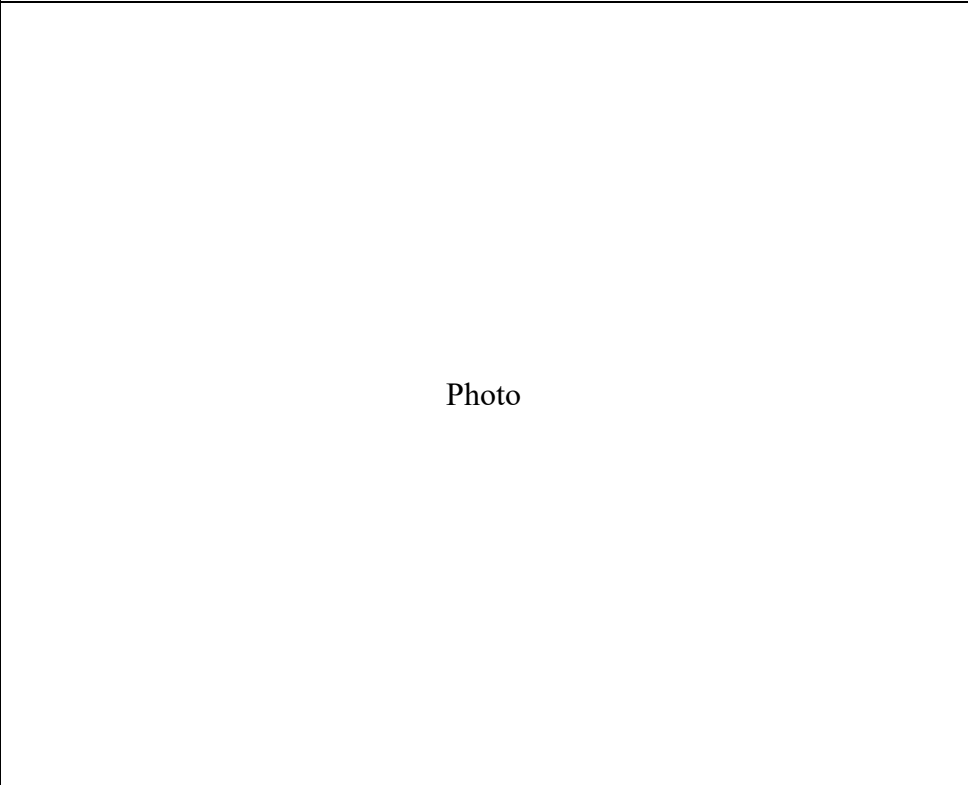
**8. Independent toilet stalls are available for each type of toilet.**

Photo

The restroom has a total of \_\_\_ toilet stalls :  
1. \_\_\_ stalls with sitting toilets  
2. \_\_\_ stalls with squatting toilets  
3. \_\_\_ stalls with urinals

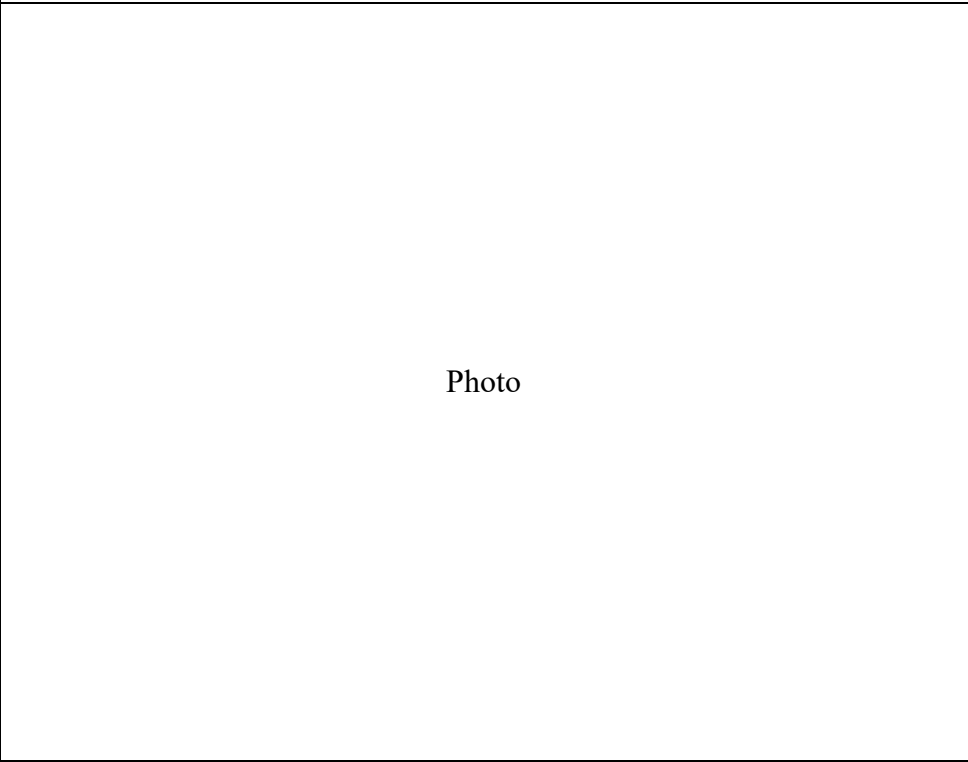


**9. Each toilet stall is designed to prevent hidden cameras (with privacy panels, no gap above or below the partitions).**



The gap between the door and the floor is \_\_\_\_\_ cm wide.

**10. Emergency call devices are installed in the toilet stalls.**



Relevant emergency response measures:

**11. The restroom has sufficient lighting or natural lighting, with an illuminance of over 300 lux.**

Photo  
(Illuminance meter measurement value)

**12. The flow of the interior design is simple and clear. In terms of space planning, the space is partitioned according to toilet type.**

Photo

Text description

**13. Trash cans with lids are placed in all sitting and squatting toilet stalls.**

Photo

**14. Safety handrails are installed in the squatting toilet stalls.**

Photo

**Appendix 3.**  
**Written review application for New Taipei City's all gender  
restroom label**

<b>Public Restroom Name</b>		<b>Review date</b>	Year      Month      Day
<b>Public Restroom Number</b>		<b>Applicant</b>	
<b>Item number</b>	<b>Review item</b>	<b>Compliance achieved or not</b>	<b>Reasons for noncompliance</b>
1	All the columns in Table 1 were completed, and textual explanations were provided for columns that were left blank.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> The column was left blank <input type="checkbox"/> The provided information was unclear <input type="checkbox"/> Other: _____
2	Photos related to the establishment of all gender restrooms in Table 2 were provided per the stipulated regulations.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> No photo was pasted in the designated box <input type="checkbox"/> The provided photo does not accurately depict the corresponding item <input type="checkbox"/> The photo was blurry <input type="checkbox"/> Other: _____
<b>Did this application pass the passed the written review?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Signature of the review unit</b>			

## Appendix 4. Evaluation Form for the Application of New Taipei City All Gender Restroom Label

Evaluation date : \_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

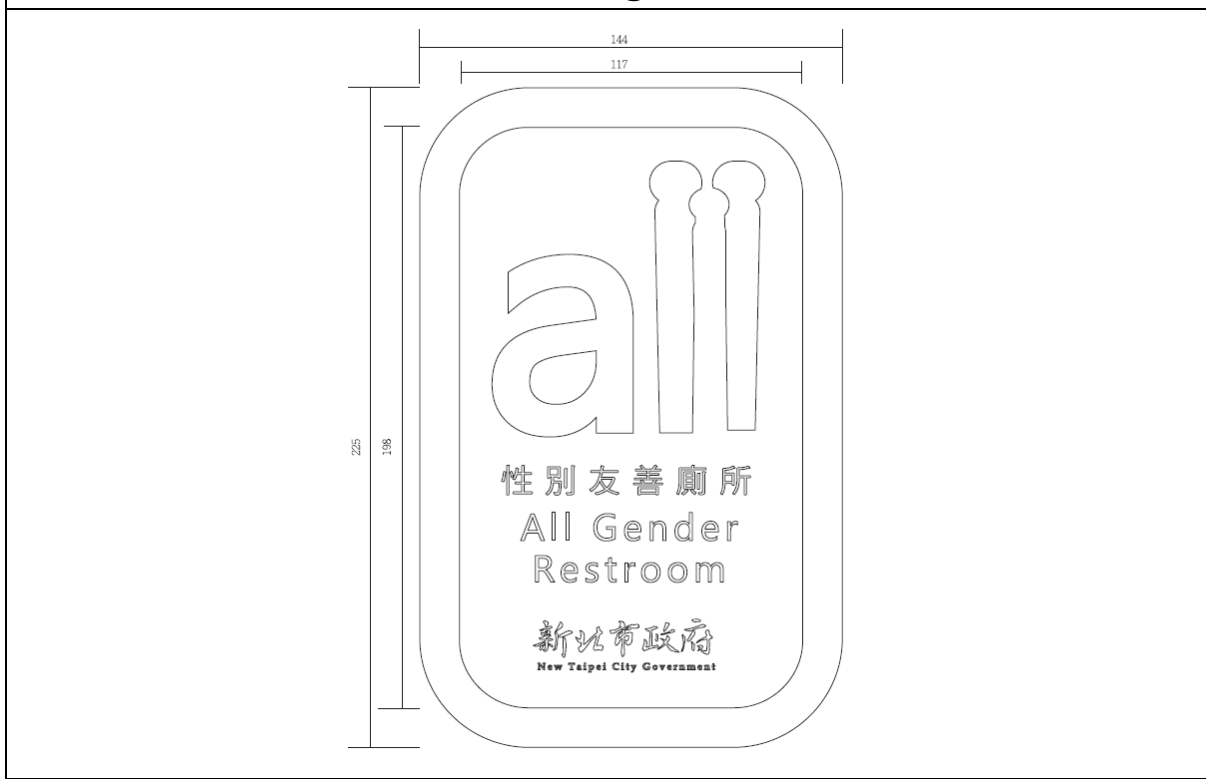
Registration number		Management unit	
Public Restroom Number		Public Restroom Name	
No.	Construction aspect	Review item	Compliance achieved or not
1	Upholding the spirit of gender friendliness	The restroom has a separate entrance and exit. The entrance and exit of the restroom are not equipped with doors; this allows restroom users to see who is entering and exiting the restroom.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2		The restroom has numerous toilet stalls.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3		No gender differentiation is implied by the use of slogans, images, and colors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4		An explanation of “gender friendliness” is posted outside the restroom.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5		“Gender-friendly” slogans or introduction texts are posted inside the restroom.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6		The spatial layout planning of the restroom is presented at the entrance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7		The door of each toilet stall is labeled with clear icon indicating the individual toilet type (squatting toilet, sitting toilet, or urinal) therein.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8	Ensuring privacy	Independent toilet stalls are available for each type of toilet.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>No.</b>	<b>Construction aspect</b>	<b>Review item</b>	<b>Compliance achieved or not</b>	<b>Reason for noncompliance</b>
9	Ensuring privacy	Each toilet stall is designed to prevent hidden cameras (with privacy panels, no gap above or below the partitions).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Improving the safety and hygiene of toilet usage	Emergency call devices are installed in the toilet stalls.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11		The restroom has sufficient lighting or natural lighting, with an illuminance over 300 lux.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12		The flow of the interior design is simple and clear. In terms of space planning, the space is partitioned according to toilet type.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13		Trash cans with lids are placed in the sitting and squatting toilet stalls.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14		Safety handrails are installed in the squatting toilet stalls.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Evaluation comments</b>				
<b>Compliance achieved or not</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Signature of the reviewers</b>		

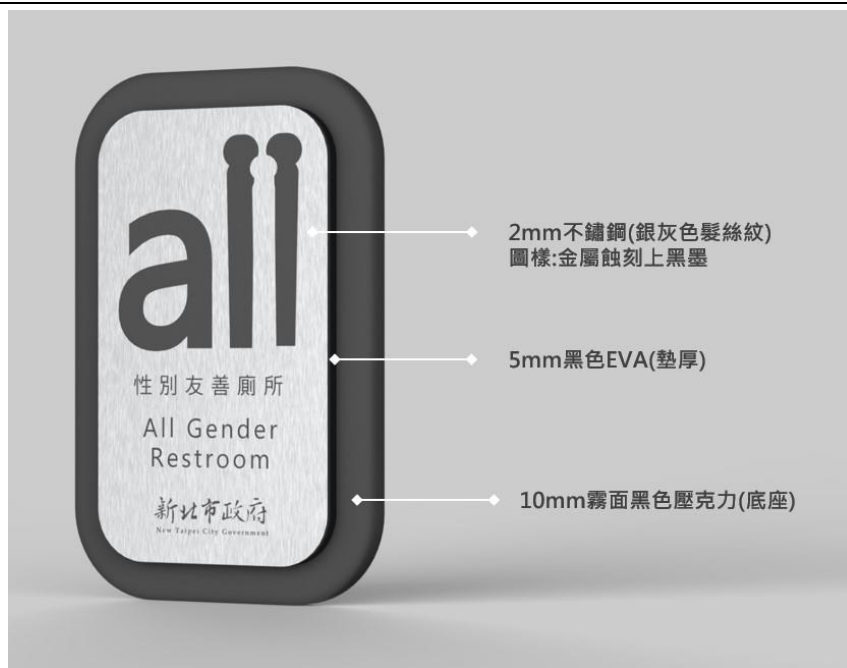
**Appendix Table 5.  
Specifications and design of New Taipei City's  
All gender restroom label**



**Design**



**Label specifications**



### Materials and size