**Event Waste Management and Minimisation Plan**

Please complete this form and return it to: ensysadviser@swdc.govt.nz

Fields marked \* are compulsory.

**Event details**

|  |  |
| --- | --- |
| **Event name \*** |  |
| **Organisation name \*** |  |
| **Event manager name \*** |  |
| **Contact number \*** |  |
| **Email \*** |  |
| **Start date \*** |  |
| **Start time \*** |  |
| **End date \*** |  |
| **End time \*** |  |
| **Venue name \*** |  |
| **Venue address \*** |  |

**Is your event being held on South Wairarapa District Council-owned land? \***

Yes

No

Don’t know?

**Is your event indoors?** **\***

Yes

No

|  |  |
| --- | --- |
| **Expected number of attendees each day including staff and volunteers** |  |
| **Total number of attendees across the full duration of event (if different to above)** |  |

**Are you using an event waste management company to manage waste at the event?** **\***

Yes

No

Don’t know

**Waste volumes**

**Do you know the approximate volume or weight of waste your event will generate? \***

Yes

No

**If you answered ‘yes’, please confirm volume or weight expected:**

|  |  |
| --- | --- |
| **Waste Category** | **Estimation in kg/litres** |
| **Rubbish** |  |
| **Co-mingled recycling (paper, cardboard, tins, cans, plastic)** |  |
| **Glass** |  |
| **Composting** |  |

**If you answered ‘no’, please use the information below to estimate the total amount of waste your event will create.**

Waste volumes can be estimated based on the type of event and the amount of people attending.

* A **day-time event** will generate 1-2 litres of waste per person
* A **day-time plus evening event**will generate 2 -2.5 litres of waste per person

**To estimate the waste volume, multiply the waste per person by the number of attendees.**

|  |  |
| --- | --- |
| **Enter estimated total amount of waste your event will create here \*** |  |

**Event planning**

**What activities are planned for this event? (tick one) \***

Entertainment

Food & beverage stalls

Street festival

Merchandise stalls

Workshops

Sports & school activities

Other – please specify:

**What rubbish will you generate at your event? (tick all that apply) \***

Giveaways (e.g. balloons, glowsticks, glitter, confetti)

Non-recyclable plastics (numbers 3, 4, 6 & 7, polystyrene, plastic bags, coffee lids, some

sauce bottles, plastic cutlery/plates, straws/skewers, plastics 1, 2 & 5 with food/drink

residue)

Non-recyclable/non-compostable packaging

Other – please specify:

None

**What recyclable material will you generate at your event? (tick all that apply) \***

Recyclable plastic numbers 1, 2 & 5

Aluminium cans (soft drink, beer cans)

Steel cans and tins (food cans)

Glass bottles and jars (clear, brown and green)

Flattened and clean cardboard and paper

Other – please specify:

None

**What compostable material will you generate at your event? (tick all that apply) \***

Food scraps

Compostable service ware that follows [Regional Packaging Guidelines](https://www.kapiticoast.govt.nz/media/35480/regional-food-vendor-guidelines.pdf)

None

**What reusables will be used at your event? (tick all that apply) \***

Cups

Plates

Cutlery

Other – please specify:

None

|  |  |
| --- | --- |
| **What percentage (%) of waste do you aim to divert from this event? \*** |  |

**What initiatives will you use to reduce waste to landfill and maximise reuse and recycling of resources? (tick all that apply) \***

Water refill station

Reusable service ware

Monitored waste stations, either by volunteers or paid staff, to help attendees put items

in the correct bin (more detail on these will be requested below)

Waste sorting area

None

Other – please specify:

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|  |

**What signage will you use around the bins/waste stations to prevent contamination? (tick all that apply) \***

We have our own signs

We have our own flags

We do not intend to use signs

We do not intend to use flags

**How will you communicate your waste minimisation goals? (tick all that apply) \***

Pre-event publicity

Staff at waste stations

Advertising on tickets/posters

Social media

Signage

We don’t intend to communicate this

Other – please specify:

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**Waste streams and containers**

**Which separated material streams will you collect? (tick all that apply) \***

Reusables

Co-mingled recycling (paper, cardboard, tins, cans, plastic)

Glass

Food scraps and/or compostable packaging

Rubbish

Other – please specify:

|  |  |
| --- | --- |
| **How many waste stations will you have at your event? \*** |  |

**Who will supply the bins for your waste stations? (tick all that apply) \***

A contracted waste company – please specify which one(s):

Privately owned bins

Council owned bins

Other – please specify:

|  |  |
| --- | --- |
| **How often will the rubbish/recycling/compost bins at your waste stations be cleared during your event? \*** |  |

**How will these bins be cleaned during the event? (tick one) \***

We will use bin liners and remove and replace

We will swap out full bins for empty bins

Other – please specify:

**Storage and collections**

**Where will any material be stored, and sorted if required, at your event? \***

Please describe location and size of this area and if/how it will be cordoned off.

|  |
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|  |

**Reusable service ware if applicable**

**Where will reusable service ware be available during the event? \***

At the point of sale with vendor/stallholder

At designated collection point(s) – please specify:

Other – please specify:

**Will a bond system be used for reusable service ware? \***

Yes

No

Other – please specify:

**How will reusable service ware be collected after use? \***

Returned to vendor/stallholder

Designated drop-off point(s) – please specify:

Other – please specify:

**When and how will reusable service ware be washed and sterilised for reuse? \***

Please specify:

* What equipment will be used
* If items will be rinsed/sterilised and reused during the event or washed after the event
* If this will be done on or off site
* Who and how many people will do this (volunteers or paid staff)

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**Co-mingled recycling** (mixed paper, cardboard and recyclable 1,2 & 5 plastics)

**How will co-mingled recycling be removed from the site for disposal? (tick all that apply) \***

We have hired a waste company – please enter name:

We will take it to the Recycle Centre at the transfer local station

Other – please specify:

**When will co-mingled recycling be removed from the site for disposal? (tick all that apply) \***

Daily – please enter time:

At the completion of the event – please enter date and time:

Other – please specify:

**Glass**

**How will glass be removed from the site for disposal? (tick all that apply) \***

We have hired a waste company – please enter name:

We will take it to the Recycle Centre

Other – please specify:

**When will glass be removed from the site for disposal? (tick all that apply) \***

Daily – please enter time:

At the completion of the event – please enter date and time:

Other – please specify:

**Compostables**

**How will compostables be removed from the site for disposal? (tick all that apply) \***

We have hired a waste company – please enter name:

Other – please specify:

|  |  |
| --- | --- |
| **Where will this material be composted? \*** |  |

**When will compostables be removed from the site for disposal? (tick all that apply) \***

Daily – please enter time:

At the completion of the event – please enter date and time:

Other – please specify:

**Rubbish**

**How will rubbish be removed from the site for disposal? (tick all that apply) \***

We have hired a waste company – please enter name:

We will take it to the Transfer Station

Other – please specify:

**When will rubbish be removed from the site for disposal? (tick all that apply) \***

Daily – please enter time:

At the completion of the event – please enter date and time:

Other – please specify:

**Litter**

**How will litter be collected and removed from public spaces within the event site, during and at the completion of your event? \***

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| --- |
|  |

**How many public litter bins are located at the event site? \***

Number of bins – please specify:

Not applicable

**Will you cover any public litter bins? \***

Yes – if so, please specify how:

No

Don’t know

Not applicable

Note: South Wairarapa District Council cannot service public litter bins within the site during your event. Litter bins should be covered to prevent them overflowing and ensure attendees use the waste stations you provide.

**Site plan**

**Confirm that your plan includes:**

Location of waste stations

Location of waste sorting and/or storage facilities

Location of signage

Location of site entry and exit points

Location of food and beverage vendors

Location of merchandise vendors

Location of public litter bins at the event site.

The route collection vehicles will use to access the waste storage facilities during the

event, if applicable

**Attach the following documents:**

Site plan \*

Any supporting documents (optional)