

# Waste Management and Minimisation Plan for Events

## Part 1– Waste minimisation

This section of your waste management and minimisation plan relates to your event planning. It include details for waste management and minimisation.

<b>Name of event</b> the official name of the event that will be referred to on any applications	
<b>Event organiser/details</b> main point of contact responsible for delivery of the event	
<b>Date and time</b> include start and finish dates and times	
<b>Venue</b> description of location	
<b>Expected numbers</b> estimate of people that will attend the event as both participants and spectators and identify potential was generators	
<b>Event activities</b> list the activities that will take place during the event. Eg. Entertainment, food and drink stalls, merchandising stalls, etc.	
<b>Expected types and quantities of waste generated by the event</b> list the type of waste (food waste, recyclables, general waste) and the expected volume of waste generated. For example, events with food stalls will likely generate more waste per person (in volume) than events without food stalls	
<b>Steps taken towards waste minimisation (more information in part 2)</b> ie. Separation of waste streams - type of materials allowed/banned - Zero Waste event. Our waste minimisation team has a list of resources for event organisers.	
<b>Steps taken towards maximising the collection and re-use of recyclables.</b> for example: volunteers helping the public at aid station, signage. Availability of bins.	

## Packaging

What packaging initiatives will the event take to reduce waste to landfill (tick one column)

	Will use	Won't use
Use of compostable plates and cutlery (including proper disposal of this waste stream post-event)		
Use of recyclable plastic cups (PET or type 1 plastic)		

What is your strategy for avoiding the following unrecyclable event waste such as:

- Plastic bags
- Poppers, balloons, glow sticks and other giveaways
- Polystyrene
- Plastic cups, straws and cutlery

Waste type	Strategy
List waste type	Describe what measures you will adopt to avoid this waste stream at your event

### Stallholders waste

Type	Suggested strategy to recover or recycle	Are you recovering or recycling the material?	
		YES	NO
food scraps	organics bins	YES	NO
		<b>How:</b> List the facility food scraps will go to for composting.	
compostable cups and plates	organics bins	YES	NO
		<b>How:</b> List the facility compostable cups and plates will go to for composting	
cardboard boxes	separate cardboard collection	YES	NO
aluminium cans	comingled recycling bin	YES	NO
Paper cups	comingled recycling bin	YES	NO
plastic containers	comingled recycling bin	YES	NO
glass bottles	comingled recycling bin	YES	NO
plastic bottles	comingled recycling bin	YES	NO
used cooking oil	drum	YES	NO

Where you have indicated **NO**. Explain why and what you are doing instead.

## Part 2– Waste management

This section of your event management plan relates to the management of the waste generated by the event on the date.

<b>Name of the company responsible for collecting and disposing of waste.</b> Must be a licensed waste collector under the Auckland Council Solid Waste Bylaw. There may be an opportunity to discuss the possibility of using existing council contractors for rubbish collection and disposal	
<b>Methods to be used for the collection and transportation of waste.</b> i.e. on site sorting, on site compacting, mixed or separate transportation	
<b>Name of the facilities where the waste will be taken</b> Must be a licensed waste disposal facility. A list of licenced facilitators can be identified from the Auckland Council website	
<b>Plan with locations of waste stations, waste sorting and storage facilities.</b> Attach plan to this application that will clearly identify all waste stations and space for sorting/storage of waste	

**Should a council contractor be required to clean-up these areas after the event, the cost of the clean-up will be charged to the event organiser.**

**Explain how the collection of litter from public places including surrounding local streets where the public will park will be carried out.**

**Explain how all waste will be cleared from the site within one hour of the event finishing. A longer time period may be negotiated with the council depending on the size of your event.**