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**Event Waste Management and Minimisation Plan**

Please complete and return this form to Buller District Council. Refer to the Waste Management and Minimisation Guidelines when making this plan.

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| Important information |

* Complete one plan per event.
* Plans must be submitted at least one full week before the event.
* If the plan is approved, you must pick up and drop the bins and glass crates off.
* The event organiser must ensure the recycling is correctly sorted to be accepted for free disposal at one of the district's transfer stations.
* The event organiser is responsible for managing and covering the cost of the collection and disposal of rubbish created during the event.

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| Event Logistics |

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Onsite event waste manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Event type: | Sport Music concert/festival Market Street Parade |
| Expected event participants.  *If your event is a multi-day event please state the total number of participants expected over the entire event duration.* |  |
| Type of vendors: | Food Drinks Merchandise First Aid Promotional |

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| Waste Minimisation |

**Explain how you will prevent common recyclable and non-recyclable materials from going to landfill (you can refer to recycling options available in our district).**

*This can include food waste, cardboard/paper, glass bottles and jars, aluminium cans/tins, single-use plastic e.g., plastic cutlery, or plastics #1, #2 and #5.*

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| **What items have you found reusable or recyclable replacements for?**  *Refer to our event waste management and minimisation guidelines for examples and ideas.* |
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| **Please explain why you have not found a reusable or recycled alternative for an item.** |
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| **How will you communicate your waste minimisation plan to vendors and event attendees?** |
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| Waste Management |

**How will you deal with the items going to landfill? Tick which option/s apply.**

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| Council rubbish bags |  |
| Refuse containers provided by an external contractor. |  |
| Deliver to a landfill or transfer station post-event |  |

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| What are your expected refuse and recycling **quantities** for the event? Include any particular waste you anticipate to be generated. |
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**What types of waste management facilities will be available onsite?**

*All recycling must be sorted and follow the district's guidelines in order to dispose of these for free at the local transfer stations.*

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| --- | --- |
| Type e.g., refuse bin, glass crate | Number |
| Refuse bins |  |
| Glass crates |  |
| Recycling containers |  |
| Skip |  |
| Other |  |

**Please include a site plan highlighting your waste management facilities.** *Refer to the guidelines for the best recycling and refuse bin locations at an event. This can be hand drawn.*

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| Type of recycling containers |

**Please select which recycling containers you would like to use during your event. Tick which one you like.**

|  |  |
| --- | --- |
| Type |  |
| A 240L recycling wheelie bin for plastic |  |
| A 240L recycling wheelie bin for plastic |  |
| A 240L recycling wheelie bin for plastic |  |
| Six glass crates |  |

*Upon completion of a waste management and minimisation plan, event organisers are eligible to receive the following:*

*1. Three recycling wheelie bins 240L for plastic, cardboard and tins*

*2. Six glass crates*

*It is the event organiser's responsibility to pick up and return. The event organiser is responsible for managing and covering the cost of collecting and disposing of rubbish created during the event.*

**Please state a date to collect your recycling containers** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please state the transfer station to collect your containers.**

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| Location |  |
| Westport Transfer Station |  |
| Reefton Transfer Station |  |

**Please include here any comments or special instructions.**