

FORM - 04

EVENT WASTE MANAGEMENT PLAN

NAME OF EVENT: _____

EVENT VENUE (Name & full address): _____

DATE/S OF PROPOSED EVENT:

SET-UP DATE: _____

STRIKE DOWN DATE: _____

TIMES OF EVENT (FOR EACH DAY): _____

SIZE OF EVENT:

NUMBER OF SPECTATORS(Per day) : _____

NUMBER OF VENDORS(Per day): _____

WASTE COLLECTION:

Type of Vendors (Please tick)	
Drinks	
Food	
Merchandise	
Information	
First aid	

What are the potential waste types that will have to be collected? (please tick)			
Glass bottles		Paper	
Plastic bottles		Food waste for composting	
Aluminium cans		Paper cups	
Steel cans (tins)		Coffee cups	
Cardboard boxes		Plastic food containers	

BINS	RECYCLING	WASTE	ORGANIC WASTE(COMPOST)
TYPE:			
TOTAL/NUMBER:			
SIZE (Liter):			

CALCULATING HOW MANY WASTE BINS WILL BE REQUIRED:

A rule of thumb for waste generation at events is one liter per person per meal. However, this will vary with the type of event. For example, a food and wine event may generate more waste than another type of event so the waste generated per person is often higher.

- If you estimate that you will have 3000 people at your event, which will run over one mealtime.
The formula to calculate the approximate waste generation would be as follows:

STEP 1 3000 x 1 meal time = 3000 liters of estimated waste	STEP 2 Divide 3000 by 240 (a standard wheelie bin is 240 liters) Total = 12.5	So you will need either 12 or 13 bins to provide adequate waste disposal during the event.
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There should be 3 bins at each bin station (2 recycling with 1 non-recycling in between) so you will need approximately 4 bin stations.

Event attendees should have access to identical choices at each bin site. The bins should be easily identifiable and consistent in appearance.

Do not place bins in areas where there are likely to be queues and if the placement of bins needs adjusting, adjust as required.

Event Tip:

Clear signage on Recycling bins and Waste bins will assist event attendees to dispose of waste appropriately.



How will waste (all types of waste) be transported?

Where will the waste (all types of waste) be disposed of?

EVENT SITE PLAN : *(Please attach your event site plan)*

This plan is an important planning tool for you and your waste service contractor – who are required to identify the following:

- Location for food and beverage vendors.
- Location of table and chair areas.
- The location of all waste and recycling bins.
- Location of any on-site bins for consolidating recycling and or waste.
- Location of access points for collection vehicles.
- Location of waste minimization and recycling signage.

ON-SITE PROMOTION OF WASTE MINIMIZATION

Please confirm how you intend to communicate your recycling message.

Event Communication list	Yes	No
1. Will signs and notices be displayed at the point of sale to prompt event attendees to use the recycling facilities provided?	☐	☐
2. Will all waste and recycling bins be clearly labelled?	☐	☐
3. Will event celebrities / Master of ceremonies endorse and encourage waste minimization on-site?	☐	☐
4. Will event staff or volunteers be used to promote and monitor recycling bin use?	☐	☐
Other materials: To reduce issues caused by the disposal of various waste types from within a vendor stall / location (i.e., caravan kitchen / back of food stall) you are required to communicate with all vendors the certain waste material types that are not acceptable at your event. Where this is unavoidable ensure, the vendor has processes in place that ensure they take responsibility to remove the materials after the event for recycling or disposal elsewhere. Examples of this include cleaning chemicals, broken glass.		
SIGNATURE: APPLICATION DATE: PLEASE NOTE: Submission of this application does not mean the Municipality has approved your event. Your event may only proceed once the municipality formally gives approval and a permit is issued.		