

# Event Waste Management and Minimisation Plan

Event organisers are required to ensure the responsible disposal of waste produced by and associated with their event. This usually requires the engagement of a licenced waste collector to collect and dispose of the waste.

Organisers are expected to maximise the collection and use of recyclables and re-usable material and to minimise the amount of waste going to Landfill.

Free Advice on how to minimise waste and promote recycling at your event is available through the Far North District Council funded Eco Solutions, phone: 09 438 8710, [www.ecosolutions.org.nz](http://www.ecosolutions.org.nz).

## Waste Minimisation Planning

This section is to be completed by the event organiser

1) *How will you minimise the amount of waste that goes to landfill? What different types of waste will you separate?*

e.g.

- Use of Compostable plates and cutlery (including proper disposal of this waste stream post-event);
- Use of recyclable plastics
- Food waste to be composted or sent to local pig farms
- Ban use of plastic bags, balloons, glow sticks, polystyrene straws etc

Type of waste	End use (Recycled, composted, landfilled, prohibited)	By whom?
Food waste		
General Waste		
Cardboard boxes		
Glass bottles		
Plastic bottles		
Aluminium cans		
Paper		
Paper cups		
Coffee cups		
Plastic food containers		
Plastic cutlery, straws		

2) How will you separate the waste types effectively?

(e.g. separate bins for glass and plastics, signage, recycling ambassadors, announcements etc.)

3) How will you deal with litter at the end of the event?

e.g. volunteers/staff walking around collecting litter.

## Waste Management Logistics

The information below is to assist your waste service provider to estimate number and types of waste receptacles to be supplied.

Event name:		Event date:	
Contact person:			
Phone number:			
Email address:			
Bin delivery location			
Type of event:	<input type="checkbox"/> Sport <input type="checkbox"/> Music concert/festival <input type="checkbox"/> Street Parade <input type="checkbox"/> Other		
Expected numbers:	Visitors:	Vendors:	
Type of vendors:	<input type="checkbox"/> Drinks <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Information <input type="checkbox"/> First Aid		

The following sections are to be completed by your selected waste service provider

Waste service provider name	
Waste collectors licence number	
Contact person for waste service provider	
Phone number	

List the type and number of bins to be provided

Type of bins	Size of bins	Number of bins
Recycling bins		
Waste bins		
Organic waste bins		
Skips		
Other		

Bin delivery date		Bin delivery time	
Bin pick up date		Bin pick up time	

Additional notes/comments from waste service provider.