

Section 1: Pre-event waste management & minimisation plan

Whakatāne District Council encourages waste minimisation at all events held within our district. There are also related requirements in our Waste Management and Minimisation Bylaw.

This form is designed to help event organisers identify their expected waste streams and how to reduce them. Upon completion of this form, please email your plan to openplacesadmin@whakatane.govt.nz for review. Please allow up to 10 working days for processing. If you have any questions on how to reduce your event waste, please refer to our website or contact our Solid Waste Team, Whakatāne Council - 07 306 0500 or tasha.thompson@whakatane.govt.nz

a) Event details

Name of event:			
Type of event:			
Brief description:			
Venue:			
Event start date:	Event start time:		
Event finish date:	Event finish time:		
Expected numbers:	Participants/Staff:	Spectators/Visitors:	

b) Event organiser's details

Contact person:	
Organisation:	
Phone number:	
Email address:	

c) Expected types of waste generated by the event

In the table below tick the types of waste the event will create. What will go to landfill and what can be separated for recycling or composting? ***Compostable/biodegradable marked items including bamboo types are NOT able to be recycled as we do not have the correct facilities to compost them. They are often contaminated by food waste or liquid waste so they must go into the landfill bins unless the local pig farms will accept it with the food waste. Paper plates/cups/plastic food containers marked #1, #2 and #5 only can be recycled if they are clean and not contaminated with food waste/liquid.*

	Type of waste	Will it be reused, recycled, composted or landfilled?	If yes, please describe how
<input type="checkbox"/>	Cardboard boxes		
<input type="checkbox"/>	Glass bottles		
<input type="checkbox"/>	Plastic bottles <i>only marked #1, #2 and #5 can be recycled</i>		
<input type="checkbox"/>	Aluminium cans		
<input type="checkbox"/>	Paper cups <i>can only be recycled if clean</i>		
<input type="checkbox"/>	Paper plates/bowls <i>can only be recycled if clean</i>		
<input type="checkbox"/>	Coffee cups <i>**see note above - to go in landfill</i>		
<input type="checkbox"/>	Plastic food containers <i>only marked #1, #2 and #5 and clean, can be recycled</i>		
<input type="checkbox"/>	Plastic cutlery/ straws		
<input type="checkbox"/>	Food scraps		
<input type="checkbox"/>	General waste		

d) Steps taken towards waste minimisation and maximising the re-use of recyclables

Describe in detail how you will reduce the amount of waste that goes to landfill. Below are some examples to follow or refer to Council’s Zero Waste Event Guide for more in depth information.

e.g.

- Use of compostable plates and cutlery (including proper disposal of this waste stream post-event (**see note above).
- Use of recyclable products (type 1, 2 and 5 plastics only) and separation from main waste stream.
- Food waste to be composted or sent to local pig farms.
- Ban use of non-recyclable products such as plastic bags, balloons, glow sticks, plastic straws, plastics marked #3, #4, #6 and #7 and all soft plastic including glad wrap/cling film.

e) How will you deal with litter?

Describe how the collection of litter from public places, including surrounding street/carparks used for public parking, will be carried out during and after the event.

e.g. volunteers/staff walking around collecting litter during and after event, signage for the public, availability of bins.

f) Number and type of bins

Use the formula below to calculate how many bins will be required at your event. A rule of thumb for waste generation at events is one litre per person per meal. However, this will vary depending on the type of event - a food and wine event may generate more waste than another type of event so the waste generated per person is often higher.

For example, if you estimate that you will have 3,000 people at your event, which will run over one mealtime.

The formula to calculate the approximate waste generation would be as follows:

<i>3,000 people x 1 mealtime</i>	<i>= 3,000 litres of estimated waste</i>	<i>Divide 3,000 by 240 (a standard wheelie bin is 240 litres)</i>
<i>Total = 12.5 - You will need either 12 or 13 240L bins in order to provide adequate waste disposal during the event.</i>		

Detail below how many and the type of bins you will provide at your event.

e.g. X amount of generate waste, X amount of plastic/cardboard bins and X amount of skips bins.

Type of bins	Size of bins (L)	Number of bins
Plastic/Cardboard recycling		
General waste/Landfill		
Composting/Food waste		
Glass recycling		
Skips		
Other		

g) Methods to be used for the separation, sorting and transportation of waste

Describe how you will separate, sort and transport the different waste types effectively without contamination.

e.g. on-site sorting - dedicated team to sort waste during event, separate bins for landfill, glass, plastics and food scraps, daily transportation to off-site disposal facility, signage near bins, announcements during event etc.

h) Site plan with locations of waste stations, waste sorting and storage facilities

Attach a plan to this form that will clearly identify all waste stations and space for sorting/storage of waste during your event.

Section 2: Post-event report

Please complete this section within one week after your event and submit these to Council for review.

- 1) Summarise how successful your waste plan was? What parts worked and what didn't? What were the problems, if any? Did you learn anything that may be useful to other event organisers?**

- 2) Detail the types and amounts of waste the event created. What went to landfill and what was separated for re-use, recycling or composting?**

Type of waste	Amount (volume or weight - please specify)	Did it go to landfill, reused or recycled? Where did it go?
Cardboard boxes		
Glass bottles		
Plastic bottles		
Aluminium cans		
Paper cups		
Paper plates/bowls		
Coffee cups		
Plastic food containers		
Plastic cutlery, straws		
Food scraps		
General waste		