

# Event Waste Management and Minimisation Plan

Please complete this form and return it to: [events@mstn.govt.nz](mailto:events@mstn.govt.nz)  
 Fields marked \* are compulsory.

## Event details

<b>Event name *</b>	
<b>Organisation name *</b>	
<b>Event manager name *</b>	
<b>Contact number *</b>	
<b>Email *</b>	
<b>Start date *</b>	
<b>Start time *</b>	
<b>End date *</b>	
<b>End time *</b>	
<b>Venue name *</b>	
<b>Venue address *</b>	

**Is your event being held on Masterton District Council-owned land? \***

- Yes  
 No  
 Don't know?

**Is your event indoors? \***

- Yes  
 No

<b>Expected number of attendees each day including staff and volunteers</b>	
<b>Total number of attendees across the full duration of event (if different to above)</b>	

**Are you using an event waste management company to manage waste at the event? \***

- Yes  
 No  
 Don't know

# Waste volumes

Do you know the approximate volume or weight of waste your event will generate? \*

- Yes
- No

**If you answered 'yes', please confirm volume or weight expected:**

Waste Category	Estimation in kg/litres
Rubbish	
Co-mingled recycling (paper, cardboard, tins, cans, plastic)	
Glass	
Composting	

**If you answered 'no', please use the information below to estimate the total amount of waste your event will create.**

Waste volumes can be estimated based on the type of event and the amount of people attending.

- A **day-time event** will generate on average 1.5 litres of waste per person
- A **day-time plus evening event** will generate on average 2.25 litres of waste per person

**To estimate the waste volume, multiply the waste per person by the number of attendees.**

Enter estimated total amount of waste your event will create here *	
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## Event planning

### What activities are planned for this event? (tick one) \*

- Entertainment
- Food & beverage stalls
- Street festival
- Merchandise stalls
- Workshops
- Sports & school activities
- Other – please specify:

### What rubbish will you generate at your event? (tick all that apply) \*

- Giveaways (e.g. balloons, glowsticks, glitter, confetti)
- Non-recyclable plastics (numbers 3, 4, 6 & 7, polystyrene, plastic bags, coffee lids, some sauce bottles, plastic cutlery/plates, straws/skewers, plastics 1, 2 & 5 with food/drink residue)
- Non-recyclable/non-compostable packaging
- Other – please specify:
- None

### What recyclable material will you generate at your event? (tick all that apply) \*

- Recyclable plastic numbers 1, 2 & 5
- Aluminium cans (soft drink, beer cans)
- Steel cans and tins (food cans)
- Glass bottles and jars (clear, brown and green)
- Flattened and clean cardboard and paper
- Other – please specify:
- None

### What compostable material will you generate at your event? (tick all that apply)

\*

- Food scraps
- Compostable service ware that follows [Regional Packaging Guidelines](#)
- None

**What reusables will be used at your event? (tick all that apply) \***

- Cups
- Plates
- Cutlery
- Other – please specify:
- None

<b>What percentage (%) of waste do you aim to divert from this event? *</b>	
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**What initiatives will you use to reduce waste to landfill and maximise reuse and recycling of resources? (tick all that apply) \***

- Water refill station
- Reusable service ware
- Monitored waste stations, either by volunteers or paid staff, to help attendees put items in the correct bin (more detail on these will be requested below)
- Waste sorting area
- None
- Other – please specify:

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**What signage will you use around the bins/waste stations to prevent contamination? (tick all that apply) \***

- We have our own signs
- We have our own flags
- We do not intend to use signs
- We do not intend to use flags

**How will you communicate your waste minimisation goals? (tick all that apply) \***

- Pre-event publicity

- Staff at waste stations
- Advertising on tickets/posters
- Social media
- Signage
- We don't intend to communicate this
- Other – please specify:

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## Waste streams and containers

**Which separated material streams will you collect? (tick all that apply) \***

- Reusables
- Co-mingled recycling (paper, cardboard, tins, cans, plastic)
- Glass
- Food scraps and/or compostable packaging
- Rubbish
- Other – please specify:

<b>How many waste stations will you have at your event? *</b>	
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**Who will supply the bins for your waste stations? (tick all that apply) \***

- A contracted waste company – please specify which one(s):
- Privately owned bins
- Council owned bins
- Other – please specify:

<b>How often will the rubbish/recycling/compost bins at your waste stations be cleared during your event? *</b>	
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**How will these bins be cleaned during the event? (tick one) \***

- We will use bin liners and remove and replace
- We will swap out full bins for empty bins
- Other – please specify:

## Storage and collections

### Where will any material be stored, and sorted if required, at your event? \*

Please describe location and size of this area and if/how it will be cordoned off.

### Reusable service ware if applicable

#### Where will reusable service ware be available during the event? \*

- At the point of sale with vendor/stallholder
- At designated collection point(s) – please specify:
- Other – please specify:

#### Will a bond system be used for reusable service ware? \*

- Yes
- No
- Other – please specify:

#### How will reusable service ware be collected after use? \*

- Returned to vendor/stallholder
- Designated drop-off point(s) – please specify:
- Other – please specify:

#### When and how will reusable service ware be washed and sterilised for reuse? \*

Please specify:

- What equipment will be used
- If items will be rinsed/sterilised and reused during the event or washed after the event
- If this will be done on or off site

- Who and how many people will do this (volunteers or paid staff)

## **Co-mingled recycling** (mixed paper, cardboard and recyclable 1,2 & 5 plastics)

**How will co-mingled recycling be removed from the site for disposal? (tick all that apply) \***

- We have hired a waste company – please enter name:
- We will take it to the Recycle Centre at the transfer local station
- Other – please specify:

**When will co-mingled recycling be removed from the site for disposal? (tick all that apply) \***

- Daily – please enter time:
- At the completion of the event – please enter date and time:
- Other – please specify:

## **Glass**

**How will glass be removed from the site for disposal? (tick all that apply) \***

- We have hired a waste company – please enter name:
- We will take it to the Recycle Centre
- Other – please specify:

**When will glass be removed from the site for disposal? (tick all that apply) \***

- Daily – please enter time:
- At the completion of the event – please enter date and time:
- Other – please specify:

## **Compostables**

**How will compostables be removed from the site for disposal? (tick all that apply) \***

- We have hired a waste company – please enter name:
- Other – please specify:

<b>Where will this material be composted? *</b>	
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**When will compostables be removed from the site for disposal? (tick all that apply) \***

- Daily – please enter time:
- At the completion of the event – please enter date and time:
- Other – please specify:

## **Rubbish**

**How will rubbish be removed from the site for disposal? (tick all that apply) \***

- We have hired a waste company – please enter name:
- We will take it to the Transfer Station
- Other – please specify:

**When will rubbish be removed from the site for disposal? (tick all that apply) \***

- Daily – please enter time:
- At the completion of the event – please enter date and time:
- Other – please specify:

## **Litter**

**How will litter be collected and removed from public spaces within the event site, during and at the completion of your event? \***

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**How many public litter bins are located at the event site? \***

- Number of bins – please specify:
- Not applicable

**Will you cover any public litter bins? \***

- Yes – if so, please specify how:
- No
- Don't know
- Not applicable

Note: Masterton District Council cannot service public litter bins within the site during your event. Litter bins should be covered to prevent them overflowing and ensure attendees use the waste stations you provide.

## **Site plan**

**Confirm that your plan includes:**

- Location of waste stations
- Location of waste sorting and/or storage facilities
- Location of signage
- Location of site entry and exit points
- Location of food and beverage vendors
- Location of merchandise vendors
- Location of public litter bins at the event site.
- The route collection vehicles will use to access the waste storage facilities during the event, if applicable

**Attach the following documents:**

- Site plan \*
- Any supporting documents (optional)