

# Event Waste Management and Minimisation Application 2024

## Form Preview

### Event Waste Management and Minimisation Plan Application

\* indicates a required field

#### Summary Section

New Plymouth District Council is committed to creating a Zero Waste district. Zero Waste is about rethinking how we use and consume resources to reduce our impact on the environment and avoid waste as much as possible. Events can create a lot of waste so it is important to plan how to manage this.

If you are planning a public event in the district, it is a mandatory to have a waste minimisation plan. If you are using NPDC reserve land or an NPDC facility, a venue hire agreement must also be arranged before submitting this application. Please [Contact us \(npdc.govt.nz\)](#) if you need help.

Funding is available to cover the cost of divertible waste (e.g., mixed recycling, compostable waste, glass, cardboard, clear/ clean pallet wrap). The event organiser is responsible for the cost of all waste sent to landfill. More details about funding eligibility are in the next section.

A Waste Minimisation Officer will be in touch following submission of your application to discuss your plan and provide more information on supplies and resources available to support you.

**I understand that any event on NPDC reserved land requires a venue hire agreement before the process of this application. \***

Yes

#### Funding Eligibility

##### 50% Diversion Rate:

- Applicants seeking funding for the disposal of divertible waste must achieve a 50% waste diversion rate at the event. This means that at least 50% of your event's total waste must be recycled or sent for composting. Our waste contractor will inspect and weigh each bin following your event and we will calculate the diversion rate. Note:  $\text{Diversion rate} = \frac{\text{total weight of divertible waste}}{\text{total weight of event waste (including landfill)}} \times 100$ .
- If the target of 50% diversion is not achieved, the event organiser will be responsible for the cost of all waste streams including mixed recycling, compostable waste, glass, cardboard, clear soft plastic plus any general landfill waste.

##### Contamination:

- If a bin contains too much contamination, it will be sent to landfill and the organiser will be responsible for this cost. Contamination is when non-recyclable material ends up in the recycling/ glass bins or when non-compostable material ends up in the compostable bin. Having volunteers stationed at the bin stations to help direct patrons can prevent contamination from occurring.

##### Accountability Report:

- The event organiser must complete an accountability report following completion of the event to record any learnings or recommendations for future events. A link to the

# Event Waste Management and Minimisation Application 2024

## Form Preview

accountability report will be sent to the event organiser following the event. Eligibility for future event waste management funding will be conditional on the completion of an accountability report.

### Invoicing

- Invoices will be sent to the event organiser following completion of the event, based on the diversion rate. The event organiser will always be responsible for the cost of landfill waste.

### Post-event Clean-up

- It is the event organiser's responsibility to ensure the grounds and/or venue are left litter free.

**I understand the funding eligibility requirements as outlined above. \***

Yes

No

## Applicant Details

\* indicates a required field

### Name of organisation \*

Organisation Name

### Contact person \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Phone Number \*

Must be a New Zealand phone number.

### Email \*

Must be an email address.

### Address

Address

<input type="text"/>
<input type="text"/>

Any, but at least one field is required.

## Event Details

\* indicates a required field

# Event Waste Management and Minimisation Application 2024

## Form Preview

**Name of event \***

**Event type \***

**Starting date of event \***

Must be a date.

\*

Hours of operation

**End date of event (if different)**

Must be a date.

Hours of operation

**Location/venue of event \***

NPDC venue or reserve

Other

\*

Name of venue and address

**Expected number of event attendees \***

## Vendor and Waste Separation Details

\* indicates a required field

Vendors

**NPDC requires the types of waste your event may create.**

**How many food and/ or beverage vendors will be at your event? \***

Must be a number.

**Please list the types of food and/or beverage vendors \***

# Event Waste Management and Minimisation Application 2024

## Form Preview

### How will the food and/or beverages be served? (select all that apply)

- compostable containers/ cups (must be labelled as commercially compostable)
- recyclable plastic containers/ bottles/ cups (please provide a means to rinse)
- non-recyclable containers/ cups
- reusable dishes/ cups (a wash station will be used)
- glass bottles
- aluminium cans
- Other:

### How many alcohol vendors will be at your event? \*

Must be a number.

### What will the alcohol be served in? \*

- glass bottles
- aluminium cans
- reusable cups
- plastic cups
- Other:

### If any beverages will be served in glass bottles, please select the glass colour

- Green
- Brown
- Clear

Separate bins are required for each glass colour

### How many merchandise vendors will be at your event? \*

Must be a number.

### Please list the types of merchandise vendors \*

### What packaging initiatives will the event use to reduce waste? \*

- reusable cups/ plates/ cutlery
- recyclable plastics only (type 1,2 & 5 only)
- compostable cups/ food containers
- wooden/ bamboo cutlery
- bring your own container/ cup policy
- dish wash station
- water refill stations
- no plastic bags
- no polystyrene
- no tin foil
- no straws
- Other:

## Waste Separation Details

### How many waste stations will you have? \*

# Event Waste Management and Minimisation Application 2024

## Form Preview

A waste station should contain at least one landfill bin, one recycling bin, and one compostable bin and should be placed where food/ beverages are consumed and at entry/ exit points. Please contact a Waste Minimisation Officer should you need assistance. Upon submission of the application, we will review and then contact you to discuss/ revise your requirement if needed.

### **How many Compostable 240 L Wheelie Bin do you require? \***

Must be a number.

Compostable bins are for disposal of food or organic waste including food/ drink covered compostable cups/ lids, food containers, wooden/ bamboo cutlery, napkins, food soiled pizza boxes, etc.

### **How many mixed Recycling 240L Wheelie Bins do you require? \***

Must be a number.

Recycling bins are for disposal of aluminum cans, plastics cups/ bottles with number 1, 2 & 5, clean paper, small amounts of clean cardboard, etc.

### **How many Landfill 240L Wheelie Bins do you require? \***

Must be a number.

Landfill bins are for disposal of non-recyclable paper/ plastics including food soiled containers or cups, plastic cutlery, plastic food wrappers, etc.

### **How many Green Glass 140L Wheelie Bins do you require? \***

Must be a number.

You must separate glass by its colour. Please note that glass bins are only required if you will have a large amount of glass bottles. For small amounts, you can collect them in a crate and bring them to a transfer station for free recycling after your event.

### **How many Clear Glass 140L Wheelie Bins do you require? \***

Must be a number.

You must separate glass by its colour. Please note that glass bins are only required if you will have a large amount of glass bottles. For small amounts, you can collect them in a crate and bring them to a transfer station for free recycling after your event.

### **How many Brown Glass 140L Wheelie Bins do you require?**

Must be a number.

You must separate glass by its colour. Please note that glass bins are only required if you will have a large amount of glass bottles. For small amounts, you can collect them in a crate and bring them to a transfer station for free recycling after your event.

### **How many Cardboard 240L Wheelie Bins to you require? \***

Must be a number.

Please note these are usually placed in the 'back-of house' area if there will be a large amount of cardboard. Small amounts of cardboard/ paper can be placed in the mixed recycling bins.

# Event Waste Management and Minimisation Application 2024

## Form Preview

### Do you require a Soft Plastic 660L Fadge?

- Yes  
 No

These are only recommended if your event will have large amounts of clear/ clean pallet wrap. Smaller amounts of clean/dry soft plastics can be collected and dropped off at Countdown Supermarkets for free recycling.

### Site plan

Attach a site plan of your event identifying:

- Location of food and beverage vendors.
- Location of merchandise vendors.
- Location of waste stations (recycling, composting and landfill).
- Location of waste sorting.
- Location of site entry and exit points

\*

Attach a file:

Attach site plan here

### Supervision of Waste Stations

\* indicates a required field

### Will staff/volunteers be monitoring waste stations to ensure appropriate waste diversion? \*

- Yes  No

### If yes, how many staff/volunteers will be on duty?

Must be a number.

We recommend 2 staff/volunteers per waste station

### Do you require support for finding and training volunteers?

- Yes  
 No

Sustainable Taranaki has a pool of trained volunteers and may be able to support your event, subject to their availability. If you select yes, we will provide you with contact information.

### Zero Waste Publicity Details

#### How will you communicate your waste minimisation messages? \*

- Signage (available from NPDC)  Advertising on tickets/ brochures  
 Public announcement  Other:

- Event publicity through media

Please contact an NPDC Waste Minimisation Officer for any assistance on Zero Waste communications

### Declaration

#### Applicant's declaration

I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

Yes

No

#### **Name**

Title

First Name

Last Name

#### Next Steps

An NPDC Waste Minimisation Officer will review your application and get in contact with you to discuss your plan and discuss next steps. Following review, all bins will be ordered from Waste Management on your behalf. If you have questions or require assistance before we make contact with you, please email us at [zerowasteevents@npdc.govt.nz](mailto:zerowasteevents@npdc.govt.nz)