

2026 Event Waste Management and Minimisation Application Form

Form Preview

Event Waste Management and Minimisation Plan Application

* indicates a required field

Declaration

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.

- I understand that events held on NPDC reserve land require a venue hire agreement before submitting this application.
- All events must have a Waste Management and Minimisation Plan that is followed before, during, and after the event, and reported on in accordance with NPDC's Solid Waste Management and Minimisation Bylaw.
- After the event, organisers must complete a follow up report about how the plan went—this is required for future hirage and funding eligibility.
- Organisers are responsible for ensuring the venue is left litter-free.
- Your event may be audited by NPDC to check that the Event Waste Minimisation and Management Plan is followed and to verify that funding requirements are being met.

Do you accept these requirements? *

☐ Yes ☐ No

Funding Declaration

To be eligible for funding from NPDC events must:

- achieve at least a 60% waste diversion rate
- use reusable and/or home compostable packaging for food and drink prepared onsite or by the seller before arriving onsite.
- your waste plan must explore and explain how reusable items and waste reduction will be considered. Wherever practical, we encourage you to introduce these initiatives into your event.

Funding Declaration:

- if funding criteria is met, funding can only be used to cover divertible waste costs through our approved contractor.
- contaminated bins will be sent to landfill at the organiser's expense.
- invoices will be issued to the event organiser after the event based on the actual diversion rate.

Do you accept these conditions? *

☐ Yes ☐ No ☐ N/A (self managed)

*More detailed info on the above can be found in our Event Planning Guides

Event Information

* indicates a required field

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Name of event *

The official name of the event that will be referred to.

Name of organisation delivering event *

Organisation Name

NPDC debtor number

Must be a number.
if known

Details of the main contact person *

First Name

Last Name

Phone number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Event venue *

Address

Address Line 1, Suburb, and Town/City are required. Country must be New Zealand

Event start date *

Event start time *

Event finish date *

Event finish time *

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Event size *

- ☐ Small Event: Less than 1000 attendees
- ☐ Medium Event: 1000-3000 attendees
- ☐ Large Event: 3000+ attendees

Event layout with locations of waste stations, bin delivery location, waste sorting and storage facilities *

Attach a file:

Waste Minimisation: Event Planning

* indicates a required field

Which event standard are you aiming for? *

- ☐ Gold Star - Reusables and/or BYO only with landfill, recycling and compostable collection
- ☐ Silver Star - Wash station/trailer onsite with landfill, recycling and compostable collection
- ☐ Bronze Star - Landfill, recycling and compostable collection

Event Activities *

List the activities that will take place during the event. e.g. entertainment, market, picnic etc

Number of food and beverage vendors *

Number of food and drink vendors

Number of merchandise/other vendors *

Number of merchandise, information and other stalls

Expected types and quantities of waste generated by event *

List the type of waste and expected volume. E.g. Organic collection: 4 x 240L bins for coffee cups, food containers and food scraps. 500g batteries: take to The Junction for recycling

Expected types include but aren't limited to:

- Landfill
- Co-mingle recycling - paper, cardboard, plastic 1, 2 5, cans
- Organics
- Soft plastics
- Reusables - e.g. left over food, merchandise, reusable cups
- Alternative recyclable items - e.g. batteries, bottle lids, metal

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Potential waste minimisation measures *

E.g. Reusing signage, cup-less running event, steps taken towards maximising the collection of re-useables, recycling and compostables.

Improvements from previous event

Note any improvements from a previous event. Events must take steps to improve on previous plans to strive towards the goal of Zero Waste 2040

Packaging (minimisation strategy's) *

- ☐ Bring your own cups, food container, drink bottle promoted
- ☐ Wash trailer/stations or reusables supplied
- ☐ Certified home compostable packaging
- ☐ Cans or glass preferred over plastic
- ☐ Recyclable plastics 1, 2 & 5 preferred and cleaned for recyclable bin

At least 1 choice must be selected.

Select options

How Will Waste Be Managed at Your Event? *

- ☐ Self-managed - Select this option if you are using your own waste contractor, the transfer station or onsite bins.
- ☐ Requesting divertible funding - Select this option to apply for funding towards divertible waste bins.

Waste Management: Event Waste

* indicates a required field

Self-Managed Events

Cardboard will be recycled *

- ☐ Yes ☐ No

Suggested strategy: separate cardboard collection

Plastic 1, 2 & 5, and cans will be recycled *

- ☐ Yes ☐ No

Suggested strategy: comingled recycling bin

Glass bottles will be recycled *

- ☐ Yes ☐ No

Suggested strategy: Glass colours must be separated for recycling.

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Food scraps will be diverted from landfill *

☐ Yes ☐ No

Suggested strategy: organics bin

Certified home compostable cups and food serve ware will be composted. *

☐ Yes ☐ No

Suggested strategy: organics bin

Clear, clean plastic wrap collected and recycled *

☐ Yes ☐ No

Suggested strategy: soft plastic recycling

How will you be collecting and processing the waste from the event? *

- ☐ We'll collect and weigh the waste ourselves.
- ☐ We'll be using a company to collect and process the waste and we'll ask them to tell us the weights collected.

Explain how all waste will be cleared from the site within 3 hours of the event finishing. *

Waste Management

- Remember cardboard, paper, plastics, cans and glass recycling can be taken to the transfer station for free.
- Eatable food can be donated to the local food bank or On The House
- Reusable items can be donated to local op shops or charities.

Methods to be used for the collection and transportation of waste.

Ensure you cover all waste streams expected at your event. E.g. large buckets to be used for food scraps, transported securely on trailer to pig farm

Name of the facilities where the waste will be taken.

Name the company responsible for the events waste management

Requesting Divertible Funding

Bin orders will be arranged by an NPDC officer through our contractor. Bins can be delivered and collected on weekdays only. Where arranged with our contractor, bins may be left

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onsite over the weekend for collection the following week. Bin lids will be delivered with the bins and should be left onsite for collection. Bin liners are not required.

Cardboard will be recycled *

☐ Yes ☐ No

Suggested strategy: separate cardboard collection

If yes, please list the required bin amount

Must be a number.

Paper, plastic 1, 2 & 5 and cans will be recycled *

☐ Yes ☐ No

Suggested strategy: commingled recycling bin

If yes, please list the required bin amount

Must be a number.

Glass bottles will be recycled *

☐ Yes ☐ No

If yes, please list the required bin amount for brown glass

Must be a number.

If yes, please list the required bin amount for clear glass

Must be a number.

If yes, please list the required bin amount for green glass

Must be a number.

Food scraps will be diverted from landfill

☐ Yes ☐ No

Suggested strategy: organics bin

Certified home compostable cups and food serve ware will be composted *

☐ Yes ☐ No

Suggested strategy: organics bin

If yes, to food scraps or home compostable packaging please list the required bin amount

Must be a number.

Clean clear plastic wrap collected and recycled *

☐ Yes

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☐ No

If yes, please list the required fadge bag amount

Must be a number.

How many waste stations will you have? *

Must be a number.

Must contain at least 1x landfill, 1x recycling, 1x compostable bin

Reusable items will be collected for redistribution and reuse *

☐ Yes

☐ No

Explain how the collection of litter from public places including surrounding local streets where the public will park will be carried out *

Should a council contractor be required to clean-up these areas after the event, the cost of the clean-up will be charged to the event organiser

Communication and Education

*** indicates a required field**

To support a Zero Waste approach, choose a waste sorting system that suits your event. Fewer waste streams make it easier for attendees to sort correctly. If you have enough volunteers, station them at waste areas to guide the public. With fewer volunteers, consider having roaming helpers or sorting bins after the event. For guidance, check our event planning resources.

Please describe how waste will be collected and sorted at your event. *

e.g. volunteers on stations, waste sorted after event, BYO encouraged (reduces waste)

How will you communicate your waste minimisation messages? *

e.g. Pre event: tickets, email, social media, vendor letter. Pack in: toolbox, vendor check-ins. At event: waste station signage, public announcements, big screen messages etc

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Applicant's declaration

I confirm that the information provided in this application is true and accurate. I understand that NPDC will send all correspondence, invoices, and any applicable refunds to me, and I accept responsibility for all fees associated with this application.

*

☐ Yes

☐ No

Name *

Title

First Name

Last Name

Next Steps

An NPDC 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 our waste contractor on your behalf. If you have questions or require assistance before we make contact with you, please email us at zerowasteevents@npdc.govt.nz