

GUIDELINES FOR A WASTE MANAGEMENT PLAN

The purpose of this document is to minimise the amount of waste going to landfill and to maximise recycling. All of the following points must be addressed when preparing the waste management plan for your event:

1. **Detail the event**
 - a. **Location**
 - b. **Date of proposed event**
 - c. **Event organiser - Name, Address, Contact Phone Numbers**

2. **Detail the waste produced at the event: (eg cardboard, food waste, textiles etc. including estimated quantity)**

3. **Detail measures taken to control the amount and type of waste produced: (eg. polystyrene cups and plates banned, any arrangements for the control of packaging material, disposable items etc., stallholders required to remove packaging etc)**

4. **Detail collection and disposal arrangements for recyclable items:** *(eg. number, size and location of bins and dedicated material to be collected – eg. paper & cardboard / food scraps / glass bottles etc. – including name of contractor(s), frequency of servicing, container delivery and removal arrangements)*

5. **Detail collection and disposal arrangements for non recyclable items:** *(eg. number, size, location of bins including name of contractor(s), frequency of servicing, container delivery and removal arrangements)*

6. **Detail arrangements for site cleaning during and after the event.**

7. **Detail how stallholders / event management staff and public visiting the event will know how to use the waste arrangements provided:** *(eg. signage on bins, directions to bins, letters to stallholders/participants, public address announcements etc)*