



Zero Waste Event Form

Before completing this form, please read the Zero Waste Guide for Events at

http://www.qldc.govt.nz/zero_waste_events

Event Details

Name of Event: _____

Date(s) and Times of Event: _____

Location or Venue: _____

Name of organisation: _____

Contact person: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Planning

Attach a waste management site plan of your event which identifies the location of food and beverage vendors, the number of recycling facilities and the best position for recycling signage see section 7 of the guide.

The number of:

Food and beverage vendors:

Merchandise vendors:

Will the vendors at your event be required to use recyclable packaging products? (Circle one)

Yes

No

Explain the types of education programmes and initiatives or incentives to be implemented by your organisation, in order to reduce the amount of waste or contamination levels generated at the event.

See section 8 of the guide:

Diversion Targets

Approximately what percentage (%) of waste do you hope to divert for this event?

NB you will be required to divert a minimum of 35%



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Containers and Collections

Please state how many recycling, composting and residual waste bins will be provided at this event:

Recycling		Composting		Residual	
Size		Size		Size	
Number of Bins		Number		Number of Bins	
Frequency of Services		Frequency of Services		Frequency of Services	

Which contractors will you be using for the disposal of recycling, composting and residual waste?

Recycling: _____

Composting: _____

Refuse: _____

Clean-Up Details

Who will you be using for the post-event clean-up? _____

Contractors – Name and contact number: _____

Volunteers: (Circle one) Yes / No

Number of volunteers

Please ensure you have completed all sections of this form and submit this form as part of your Resource Consent, Hire Contract or Outline Approval Plan. Also, please remember to complete the zero waste feedback form after your event.

The Queenstown Lakes District Council Waste Management Department is here to help you design a successful sustainable waste management system for your event.

Should you require any further information or assistance with your Zero Waste Event form please contact the Queenstown Lakes District Council Solid Waste Manager on (03) 441 0499.