



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



FORM

Event Waste Management and Minimisation Plan funding application

13.1 Solid Waste Management and Minimisation Bylaw

Complete this form to apply for New Plymouth District Council (NPDC) Zero Waste funding for a public event. Please refer to the waste event guide on our Zero Waste website or contact the Resource Recovery Team at NPDC for assistance when filling out this form.

The aim is to reduce the amount of waste going to landfill from your event by 50% or more by putting in place compostable, glass and recycling stations at your event.

The Resource Recovery Team will contact you once your application has been submitted. The approval

process will take a minimum of 15 working days. If your plan meets NPDC guidelines funding for waste management collection and disposal may be approved by NPDC.

Bond payment

A bond of \$100 is required to be paid on approval of application to ensure the return of Zero Waste lids and wraps.

Bond paid

1. Event organiser details

1a. Name of organisation

1b. Contact person

1c. Contact details

Work Home Mobile

1d. Email

2. Event details

2a. Name of event

2b. Event type

2c. Date/s and time/s of event

Day of the week	Date	Hours	
		from	to

2d. Location/venue NPDC venue Private venue

Details

2e. Expected numbers

2f. Food preparation On-site Off-site

2g. Will alcohol be served at the event? Yes No

If yes, what will it be served in?

Please turn over

OFFICE USE ONLY

Date received	<input type="text"/>	Property #	<input type="text"/>	Applicant #	RRE <input type="text"/>
Time received	<input type="text"/>	Land #	<input type="text"/>	Bond paid?	<input type="radio"/> Yes
Received by	<input type="text"/>	Owner #	<input type="text"/>	Amount	\$ <input type="text"/>
	<input type="text"/>	Applicant #	<input type="text"/>	Document #	<input type="text"/>

Liardet Street, Private Bag 2025, New Plymouth 4340, New Zealand. Telephone 06-759 6060, Fax 06-759 6072, Email enquiries@npdc.govt.nz, Website www.newplymouthnz.com

3. Waste separation details

NPDC needs to know how much waste your event could produce and how you will separate the waste into the different types, as below.

3a. How many waste stations will you have?

Use your site plan to assist you, and the videos on our website Guide. A waste station should contain at least 1 x general waste, 1 x recycling, 1 x organics.

3b. How many bins do you need for each waste stream? (Average 240 L bins are 11.75kg in weight)

Waste stream	Number of required bins
Organics/Compostable 240 L	
Paper and cardboard 240 L	
Recycling cans/ plastics 1, 2 & 5 240 L	
General waste/landfill 240 L	
Glass 120 L	
Glass (select) <input type="radio"/> Green <input type="radio"/> Brown <input type="radio"/> Clear	

4. Vendors

4a. How many food and beverage vendors will be at your event?

Coffee/beverages	
Alcohol - coloured glass/sorted/unsorted	
Food	

4b. How many merchandice vendors will be at your event?

4c. What packaging initiatives will the event use to reduce waste (tick those that apply)?

- Reusable cups/plates
 Recyclable plastics only (type 1, 2 & 5 only)
 No plastic bags or straws
 No polystyrene
 No tin foil
 Compostable plates and cutlery
 Wooden cutlery
 Other, provide details

4d. Will you be using glass? Yes No

If yes, please select colour Green Brown Clear

Crates or bins? (please select) Crates 120 L Bins

5. Site plan

5a. Attach a site plan of your event identifying:

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

Site plan attached (please tick)

6. Supervision of waste stations

6a. Do you have staff/volunteers at your waste stations to ensure waste is disposed of appropriately?

Yes No

If yes, how many?

6b. How will you ensure waste is disposed of correctly, as required by zero waste requirements?

7. Zero Waste publicity details

7a. How will you communicate your waste minimisation messages?

Please tick, as appropriate:

- Signage Public announcement Event publicity through media Advertising on tickets/ brochures
- Posters Social media
- Other, provide details

8. Disposal and post clean up details

8a. Provide details of waste disposal below. Options for disposal can include:

- Contractors collecting all the waste, recycling and food waste.
- Manually transporting the waste and recycling to the transfer station yourself.
- Local groups: composting food waste.

Waste stream	Name of contractor/collector e.g. Waste Management	Other mode of collection/disposal
General waste		
Recycling, cans, glass, plastics 1, 2 & 5, paper		
Food waste		

8b. Who will you be using for the post event clean-up?

- Staff Contractor Volunteer Community group

Name of contractor

Contractor/volunteer/
community group

Telephone number

8c. Quote details:

Name of contractor

Amount

\$

I have a formal quote from a contractor Yes No

If yes, please attach the quote with your application.

Contractor's
quote attached
(if required)

I have other means of disposal Yes No

If yes, provide details

9. 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.

First name(s)

Surname

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth