

Zero Waste Events



Photo¹

Zero Waste Event Form



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

¹Rippon Festival 2008: www.ripponfestival.co.nz/



Zero Waste Event Form

Why

Queenstown Lakes District Council is a Zero Waste Council committed to maximising the diversion of waste from landfill. The Council's Waste Management Strategy contains 43 waste minimisation initiatives which target a wide range of waste streams, including waste generated from events. As a Zero Waste Council it is important that our community has the opportunity to recycle at public events held throughout our district.

In order to obtain your Resource Consent or Outline Plan or Lakes Leisure contract you need to have a Zero Waste Event Form approved. This Form is available as part of the Zero Waste Toolkit for Events and is also available to download from the Queenstown Lakes District Council website.

What

This Zero Waste Events Toolkit contains the following documents to assist you in submitting a successful Waste Management Plan for your event:

1. **Zero Waste Guide for Events;**
2. **Zero Waste Directory of Contacts; and**
3. **Zero Waste Event Form.**

The **Zero Waste Guide for Events** will help you, the event organiser, to design a successful waste management plan for your event. It will provide useful tips & ideas to holding a successful zero waste event.

The **Zero Waste Directory of Contacts** is a directory of contact details for local waste contractors, businesses and resources. This will help you find what you need, when you need it.

Finally, you will need to complete the **Zero Waste Event Form** outlining your proposed waste management system and submit it as part of your Resource Consent, Outline Plan or Lakes Leisure Contract.

How

The District Plan contains the following rules for all temporary activities:

- >500 persons when the activity is undertaken indoors;
- >200 persons when the activity is undertaken outdoors;
- and/or if the activity remains on the same site for a period longer than 7 days in any calendar year;
- and/or if the activity does not comply with the relevant noise standards of the zone.²

If you exceed any of the above you will need to have a Zero Waste Event Form approved in order to obtain your Resource Consent, Outline Plan or Lakes Leisure Contract.

This Zero Waste Event Form will operate as the waste management plan for your event.

Please complete all sections of this **Zero Waste Event Form** and submit as required to:

**Lakes Environmental,
Level 1,
74 Shotover Street,
Queenstown**

or post to **Lakes Environmental, Private Bag 50077, Queenstown 9348.**

**Lakes Leisure Limited
Joe O'Connell Drive, Frankton
PO Box 2009
Queenstown**

Did you know?

The Wakatipu Recycling Centre receives an average of 120 tonnes of recyclable waste per month from the commercial sector.

That's the equivalent weight of 15 double-decker buses.



² Queenstown Lakes District Council District Plan 2008; Relocated Buildings, Temporary Buildings & Temporary Activities – Rules; pg.19-3

EVENT ORGANISER DETAILS

Name:

Address:

Home Phone: Mobile:.....

Fax: Email:

EVENT DETAILS

Name of Event:

Venue Address:

Date(s) of Event:

Operation Times of Event:.....

• **Description of Event:**

Tick more than one if applicable

- Sporting
- Music
- Expo
- Sales
- Corporate
- Competition/Contest
- Promotional
- Community based
- Other (please specify).....

- **Is this an indoor or outdoor event?** Indoor Outdoor

• **What is the estimated crowd/attendee size:**

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 200 - 500 | <input type="checkbox"/> 1500 - 2000 | <input type="checkbox"/> 4000 -5000 |
| <input type="checkbox"/> 500 - 1000 | <input type="checkbox"/> 2000 – 3000 | <input type="checkbox"/> 5000 - 6000 |
| <input type="checkbox"/> 1000 – 1500 | <input type="checkbox"/> 3000 – 4000 | <input type="checkbox"/> 6000 - 7000 |
| <input type="checkbox"/> 7000 – 8000 | <input type="checkbox"/> 8000 – 9000 | <input type="checkbox"/> 10,000 + |

Please state how many if more than 10,000:.....

- Has this event been run before? Yes No
- If so, how many times?
- If you are applying for a Resource Consent, how many years will the Consent be for?

**A Zero Waste Event Form will need to be completed for every year of your Consent*

CATERING AND STALLS

- Please state the estimated total amount of each of the following stall types which will be present at your event:
 - Food and Drink:
 - Merchandise:
 - Information and First Aid:
 - Total Number of Stalls:**
- Will the majority of the stallholders at your event be required to use recyclable or compostable packaging products? Yes No

**If not, please explain how you will achieve the minimum 35% waste diversion target*

CONTAINERS AND COLLECTIONS

Have your contractor/s complete the CONTRACTOR RECOMMENDATION at the back of this Form

- ✓ The **Contractor Recommendation Form** is attached to the back of this Zero Waste Event Form;
 - ✓ The Contractor is to complete this and return it to you;
 - ✓ You will require one for the residual waste and the recycling;
 - ✓ Submit your completed Contractor Recommendation with this Form
- Which contractors will you be using for the disposal of recycling and residual waste?
 - Recycling:
 - Refuse:
 - Composting:
 - N/A. Independently Organised

If independently organised, please state where you will be taking your recycling, composting and residual waste:

.....

CONTAINERS AND COLLECTIONS

- Please state how many recycling, compost and residual waste bins will be provided at this event (in accordance with your Contractor Recommendation):

RECYCLING	Example	Example	Option 1	Option 2	Option 3
Size of container	240 litre Wheelie bins	Cardboard Cage			
No. of containers	25	1			
Frequency of service	Every 3 hours	Once per day			

COMPOST	Example	Example	Option 1	Option 2	Option 3
Size of container	60 litre				
No. of containers	15				
Frequency of service	Every 3 hours				

RESIDUAL	Example	Example	Option 1	Option 2	Option 3
Size of container	240 litre wheelie bins	Jumbo Skip			
No. of containers	10	1			
Frequency of service	1 (at end of event)	1 (at end of event)			

**Please attach additional sheet if necessary*

Please attach your Contractor Recommendation

(Provided at the back of this Zero Waste Event Form)

- If the stated containers in the table above do not meet the requirements stated in your Contractor Recommendation, please state your methods as to how you intend to provide the recommended level of recycling facilities at your event:

.....

.....

.....

DIVERSION TARGETS

Inline with the Waste Management Strategy 2003, the Council has a target of diverting 35% of community waste from landfill.

After your Zero Waste Event you will be required to provide information on the quantity of recycling that was diverted from your event and also the amount of residual waste that was landfilled.

This data is valuable to the Council for the following reasons:

- ✓ Monitor progress of event waste management in the District;
- ✓ Determine the effectiveness of this Zero Waste Event Form;
- ✓ Provide opportunities to continuously improve the level of waste management for events in the District;
- ✓ Assist Council in achieving the 35% waste diversion target as part of the Waste Management Strategy;
- ✓ Help us to continuously improve our services to you, the event organiser.

How to do it:

1. After your event, have your waste and/or recycling contractor/s complete and return to you the **Quantity and Diversion Rates** attached at the back of this Zero Waste Event Form;
2. This will state how much recycling and/or residual waste the contractor collected from your event;
3. Using these figures you can calculate the percentage of recycling that was diverted from your event. This is your diversion rate;
4. Complete the **Compulsory Feedback** section of this Zero Waste Event Form and return it to the freepost address within 28 days of your event.

- **Approximately what percentage (%) of waste do you hope to divert for this event?** N.B. You will be required to divert a minimum of 35%

.....

- **Please outline the methods that will be used to quantify the recycling, composting and residual waste from this event (i.e. contractor to supply figures; independent waste audit):**

.....

.....

.....

.....

.....

EDUCATION AND MONITORING

• **What kind of educational system will you be providing at this event to support the recycling system?**

**You will need to choose at least 2 methods for your event*

- | | |
|---|---|
| <input type="checkbox"/> Posters
<input type="checkbox"/> Flags & Banners
<input type="checkbox"/> Balloons
<input type="checkbox"/> T-Shirts for Volunteers
<input type="checkbox"/> Public Announcements
<input type="checkbox"/> Press & Media Releases | <input type="checkbox"/> Promotional info on tickets/brochures
<input type="checkbox"/> Volunteers How many?:
<input type="checkbox"/> Costumes & Mascots
<input type="checkbox"/> Competitions & Prize Givings
<input type="checkbox"/> Other (please specify)
..... |
|---|---|



See the Zero Waste Guide
Page12 for more ideas

Picture: Rippon Festival 2008; achieved an outstanding 85% waste diversion target.
See www.ripponfestival.co.nz for more information

• **If you are providing signage & posters, where do you propose to situate them?**

Tick more than one if applicable

- | | |
|---|---|
| <input type="checkbox"/> At recycling stations
<input type="checkbox"/> At food & merchandise Stalls
<input type="checkbox"/> Toilets
<input type="checkbox"/> Public entrance and exit points | <input type="checkbox"/> Smoking areas
<input type="checkbox"/> General placement around venue/site
<input type="checkbox"/> Other (please specify).....
..... |
|---|---|

Promotional material for event recycling (i.e. flags) are available to loan for your event! Contact the QLDC Events Facilitator on (03) 441 0499.

CONTAMINATION

Make sure you put the right things in the right recycling containers!

Here in the Queenstown Lakes District, the following materials can go into your recycling containers:

YES	NO
<div style="text-align: center; opacity: 0.3; font-size: 4em;">♻️</div> <ul style="list-style-type: none"> ✓ All Paper ✓ All Cardboard (flattened) ✓ Plastics 1-7 (with logo only) ✓ Metal <ul style="list-style-type: none"> - Steel & aluminium cans - Clean aluminium foil (Queenstown only) - Empty aerosols ✓ Glass - Clean bottles & jars 	<div style="text-align: center; opacity: 0.3; font-size: 4em;">♻️</div> <ul style="list-style-type: none"> × Plastic Bags × Tetra Packs × Disposable Coffee Cups × Polystyrene Products × Chip & Lolly Packets × Laminated Paper × Glad Wrap × Organic & Food Waste × Rubber × Broken Glass, Pyrex or Window Glass

• **How do you intend to keep contamination levels in the recycling containers to a minimum?**

Signs at the recycling stations only;



See the Zero Waste Guide **Page 9** for more information

Volunteers manning the recycling stations;

Public Announcements;

Other method (please specify)

.....

Did you know?



Most Disposable coffee cups CANNOT be recycled due to the wax coating on the inside of the cup. If you would like to divert disposable coffee cups from your residual waste bins, choose a compostable cup which can be sent to a wormfarm or be composted.

CLEAN-UP DETAILS

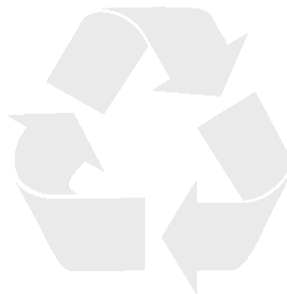
- **Who will you be using for the post-event clean-up?** Contractors
Volunteers
- **Cleaning Contractor Name:**
- **Contact phone:**
- **Please detail your clean-up methods:**
.....
.....
.....
- **When will the site be cleaned by?**
- **Details of contingency plan:**
.....
.....

*Please note: As of the 1st July 2008 it will be the responsibility of the event organiser/s to clean and maintain all areas of event sites which operate on public land within the specified event operating times.

SITE MAP

Please include the locations of your intended waste and recycling stations as part of your Zero Waste Event Site Map.

An example site map is included on **page 11** in the Zero Waste Event Guide.



CHECKLIST

Have you completed and included the following sections?

BEFORE THE EVENT:

- Organiser & Event Details**
- Catering & Stalls**
- Containers and Collections**
- Diversion Targets**
- Contractor Recommendation Attached**
- Education & Monitoring**
- Clean-up Details**
- Site Map**

AFTER THE EVENT:

- Compulsory Feedback Form**
- Quantity & Diversion Rates**

Please ensure you have completed and included all of the sections stated above.

Submit this Zero Waste Event Form as part of your Resource Consent, Lakes Leisure Contract or Outline Plan application to:

**Lakes Environmental,
Level 1,
74 Shotover Street,
Queenstown**
or post to **Lakes Environmental, Private Bag 50077, Queenstown 9348.**

Or as part of your Lakes Leisure Contract to:

**Lakes Leisure Limited
Joe O'Connell Drive, Frankton
PO Box 2009
Queenstown**

HELP

The Queenstown Lakes District Council Waste Management Department is here to help you design a successful sustainable waste management system for your Zero Waste 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** Mon – Fri, 8.30am – 5.00pm.

Lakes Environmental and/or Lakes Leisure to complete:

Are all of the following sections completed?	<input type="checkbox"/> Event & organiser details	
	<input type="checkbox"/> Number of catering stalls & vendors	
	<input type="checkbox"/> Number of recycling, residual and composting bins <i>(Composting optional)</i>	
	<input type="checkbox"/> Estimated diversion targets	
	<input type="checkbox"/> At least 2 education methods stated <i>(To be monitored along with conditions of consent)</i>	
	<input type="checkbox"/> Clean-up details	
	<input type="checkbox"/> Recycling stations are marked on site map.	
Is the Contractor Recommendation Sheet completed and attached?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do the specifications of containers in this Form meet the requirements stated in the attached Contractor Recommendation?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If not, are suitable alternative methods proposed?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>N.B. A request for information is required if the adequate waste management and recycling facilities are not proposed in this Form.</i>		
Does the diversion target stated in this Form meet the Council's required 35% diversion target?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<hr/>		
Signed:	Print:	Date:

To be completed by Lakes Environmental and/or Lakes Leisure after the event:

Did the waste management facilities meet the provisions as stated in the conditions of consent?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the feedback and reporting section been processed and returned to you from QLDC?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did the event meet the Council's 35% waste diversion target?		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<hr/>		
Signed:	Print:	Date:

For more information please contact:

Queenstown Lakes District Council
Private Bag 50072
Queenstown

Tel: +64 3 441 0499

Fax: +64 3 450 2223

Email: services@qldc.govt.nz

Website: www.qldc.govt.nz



**QUEENSTOWN
LAKES DISTRICT
COUNCIL**

July 2008

Fold here and fasten using cellotape or staples



Zero Waste Events Compulsory Feedback Form
Queenstown Lakes District Council
Freepost 191078 (no stamp required)
Private Bag 50072
Queenstown





ZERO WASTE EVENTS COMPULSORY FEEDBACK FORM

Your feedback is important to us. In order for us to gauge how successful your Zero Waste Event was, please complete the following section and return to the QLDC at the freepost address within 28 days of your event:

• **What was your achieved diversion rate?**.....

• **Did you achieve your estimated diversion rate?** Yes No

• **What types of materials did you successfully recycle?** (e.g. cardboard & plastic bottles)

.....
.....

• **What types of materials went to landfill?** (e.g. food waste & disposable coffee cups)

.....
.....

• **Details of successes and difficulties encountered & lessons learnt:**

.....
.....
.....

• **Ideas for improvements for future events:**

.....
.....
.....

• **How could the Council help more?**

.....
.....
.....

ZERO WASTE EVENT COMPULSORY FEEDBACK SURVEY

Questions	Scale				
	Very Poor	Poor	Satisfactory	Good	Excellent
1. Anticipated attendee/crowd size	1	2	3	4	5
2. Success of stall and vendor sales	1	2	3	4	5
3. Effectiveness of recycling & refuse container accessibility	1	2	3	4	5
4. Level of contamination in recycling bins	1	2	3	4	5
5. Effectiveness of education methods	1	2	3	4	5
6. Public cooperation and proactiveness	1	2	3	4	5
7. Level of stallholder & vendor involvement	1	2	3	4	5
8. Use of recyclable/biodegradable packaging products by stallholders and vendors	1	2	3	4	5
9. Range of services offered by waste contractors	1	2	3	4	5
10. Level of service provided by waste contractors	1	2	3	4	5
11. Overall quantity of material recycled	1	2	3	4	5
12. Success of clean-up operations	1	2	3	4	5
13. Waste & recycling cost savings for event	1	2	3	4	5

Help us improve what we do. We welcome any feedback and comments that you would like to share, including:

- ✓ **Improvements to our form;**
- ✓ **Suggested ideas for event recycling;**
- ✓ **Your experiences; and**
- ✓ **Questions and queries.**

Comments:.....

To provide feedback and help to gauge the success of your Zero Waste Event, please complete the above survey and return to the address below within 28 days of your event.



Quantity & Diversion Rates

This form is to be completed by the event organiser and recycling and/or residual waste contractor and returned freepost to QLDC along with the **Compulsory Feedback Form**.

Event organiser to complete:

(Details to be stated as per Zero Waste Event Form)

Event Organiser Name:	Date:
Address:	Phone:
	Fax:
	Email:
Name of Event:	
Date/s of Event:	
Estimated Diversion Rate:	

Contractor to complete:

(Please complete and return to event organiser)

Contractor Name:	Date:
Company Address:	Phone:
	Fax:
	Email:
Quantity & size of containers provided for event:	
Quantity & size of containers serviced at event::	
Total tonnage of recycling and/or residual waste collected from event:	

Zero Waste for Events/ Zero Waste Event Form/Quantity & Diversion Rates