



SOLID WASTE MANAGEMENT WASTE MANAGEMENT PLAN

(To be submitted to Solid Waste Management at least 30 days prior to the event. Approval can only be given for event once this plan is signed off by Solid Waste Management) –
ALL SECTIONS/QUESTIONS NEEDS TO BE COMPLETED IN FULL.

Name of Organisation /NPO:						
Name of person Responsible:						
Contact details: Tel: Fax:	Cell: Email:					
Name of Event:						
Description of Event:						
Date of Event:						
Time: From				To:		
Venue:				Suburb:		
Expected Number of people attending event:						
SECTION 1: THE VENUE	Type of Venue: Tick one	Sports ground	Purpose built venue	Open field	Private property	
<p>1. Has provision been made with the venue owner for cleaning <i>inside the venue perimeters</i>? Give details:</p> <p>_____</p> <p>1.1 Have you contracted a waste collection and cleaning service provider? (Yes/No) Give details:</p> <p>_____</p> <p>1.2 Have you made provision for waste recycling?? (Yes/No) If "YES", please provide details.</p> <p>_____</p>						

Please Initial: _____

1. If your application is incomplete it will be considered as **INSUFFICIENT INFORMATION SUPPLIED** to approve Waste Management Plan.
2. As the Municipality is moving towards **recycling** we would like to **encourage** all the Town's event organisers to make an effort to recycle as much waste as possible **AT SOURCE** so that it doesn't end up on the landfill

1.3 What cleaning services have you arranged for the area where people will be parking, so as to ensure clean surroundings once event is finished?
**** (Give details of company hired, number of labours, method of transport & disposal of waste etc.)**

Note: It is expected at affected Open Public spaces & streets are left in a clean condition after all events held inside venues. (Please initial) _____



SECTION 2: PUBLIC PROPERTY

NB! Please note that should the event impact on public areas i.e. roads, sidewalks around the venue, a plan will have to be submitted to ensure the area is clean and litter free after the event.

2. If event is held on **open public property** has provision been made for waste collection and cleaning services?
 (Yes/No)

Provide details: _____

2.1 Have you made provision for recycling³?
 (Yes/No)

If "YES" please give details:

2.2 Have you made provision for areas affected by event, to be cleaned after your event?
 (Yes/No)

Provide details:

3. Please indicate **DATE & TIME** when cleaning will be **COMPLETED** after event⁴:

Note: It is expected that all areas affected by your event be left in a clean condition.

_____ (Please initial)



SECTION 3: MUNICIPAL CONTAINERS

NB! Please ensure that containers are requested in advance

Type of container	240l Wheelie bin	770l Wheelie bin	Skip
Amount			

Please Initial: _____

- 3. As the Municipality is moving towards **recycling** we would like to **encourage** all the Town's event organisers to make an effort to recycle as much waste as possible **AT SOURCE** so that it doesn't end up on the landfill.
- 4. It is expected that all public areas affected by the event be clean and litter free by **06h00** the morning after the event.

Please note the following:

Compulsory requirements

1. In the case of using private waste service providers (other than the Municipality) for an event, they need to be registered on the Municipal Waste Collectors Database in accordance to the National Environmental Management: Waste Act (59 of 2008).
Registration documents obtainable at the Solid Waste section:
Sonia.Frans@drakenstein.gov.za
Karen.Fredericks@drakenstein.gov.za
2. Disposal costs at all municipal waste facilities will be applicable.
3. Submission of proof of safe disposal (issued at the facilities)
4. Hiring of municipal containers need to be arranged and confirmed at least 2 weeks prior to the event
5. Failure to comply with municipal by-laws and submitted waste management plan, will negatively influence application of future events
6. Failure to submit required documents during application and after events, may influence approval of future events planned by the same event organiser.

List of returnable documents/ documents to be submitted after event

	Document	Y/N	Date of submission
1.	Events Management Plan		
2.	Registration details of Waste collector		
3.	Application for municipal containers:		
4.	Proof of safe disposal of waste (weighbridge slip) after event – indicate date when submission will occur		

Applicant Signature:

Date:

**For office use:
Event IWMP**

- Approved
- Not approved

Comments:

Manager
Solid Waste Management

Date:

Note: Upon approval of this Waste Management Plan, the applicant will be provided with a quotation for cleaning services where applicable should Council services be required. Approval to hold the event will, inter alia, depend on acceptance of the quotation.