**Waste Management Plan Template**

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| --- | --- |
| **The purpose of this document** | To provide a foundation for you to create your own Waste Management Plan. |
| **Who it is for** | The Waste Lead should complete the plan. Once written, it will then be used by your waste management supplier and local authorities. |
| **How to use it** | Use this template to create an overarching Waste Management Plan as part of your early planning process. Delete or add actions as required. Your waste management supplier will also produce a detailed delivery plan, which should reference the key elements of this Waste Management Plan. |

**See below for the Waste Management Plan Template.**

# <Event Logo>

# <Event Name> **Waste Management Plan**

**Document Details**

|  |  |
| --- | --- |
| EVENT NAME |  |
| EVENT DATES  |  |
| LOCATION |  |
| COMPLETED BY |  |
| ROLE |  |
| DOCUMENT VERSION / DATE |  |

This document outlines the Waste Management Strategy for <Festival Name>

**Contents**

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# **1. Event Description**

<name> Festival is a large/small/medium outdoor/indoor, free/ticketed event in <location>, from <dates>. The estimated public attendees of <no. of attendees> and <no. of staff> staff and performers give an overall <Total> on site, most of which camp for the period of the live show. In line with <name> Festival’s greener ethos this Waste Management Plan details the goals, processes and metrics by which the waste produced on site is mitigated, managed and disposed.

# **2. Schedule**

|  |  |  |
| --- | --- | --- |
| PHASE | DATES | DESCRIPTION |
| PLANNING | <dates> | Detailed planning of waste strategies and onsite processes. Communications with the public and contractors to mitigate waste. |
| BUILD | <dates> | Implementation and build phase of event - bin placements, waste pens, skip placements. |
| LIVE | <dates> | Days open to the public - uplift in litter pickers and staffing to accommodate waste. |
| BREAK | <dates> | Waste sorting, taking it off-site and equipment removal. |

# **3. Site Map**

The areas shown below are the expected serviceable areas that will require waste management. In addition to this: <delete as appropriate> around the festival site and the car parks and other designated hot spots will be litter-picked during peak ingress and egress.

<INSERT MAP>

Please note the areas which may be difficult to access:

<Highlight difficult-to-access areas for vehicles on the map, or make a list of these areas underneath>

**Area definitions** <delete if not required>

|  |  |  |
| --- | --- | --- |
| AREA | ACCESS | DESCRIPTION |
| Front of House (FOH) | PUBLIC & ALL STAFF | Arena spaces designated for public access to venues, traders, and stages.  |
| Back of House (BOH) | STAFF | Production areas and venue spaces not accessible to the public. |
| CAMPSITES | PUBLIC | Public camping including, pre-pitched, camper van and general public camping space. |
| CAR PARKS | PUBLIC | Immediate surrounding areas designated as car parking for the public. |
| OFF SITE | PUBLIC | Area surrounding the festival site that could be prone to littering on ingress or egress. |

# **4. Waste forecast / historical data**

<Enter any data you have on waste from past events>

|  |  |  |
| --- | --- | --- |
| **Initiative Name** | **Description**  | **Lead** |
| Reusable bar cups  |  |  |
| Reusable coffee cups  |  |  |
| No single-use bottled or canned water  |  |  |
| Left tent campaign  |  |  |
| Surplus food collection  |  |  |

# **5. Key initiatives**

<Use this space to communicate your key initiatives relating to waste. Add or delete as necessary>

**6. Waste Targets**

<Use this space to communicate your key targets relating to waste. Add or delete as necessary>

|  |  |  |
| --- | --- | --- |
| **Waste stream** | **Target** | **Notes** |
| General waste/waste to energy | *E.g. Reduce total waste volumes by X% from last year.* |  |
| Recycling | *E.g. Increase recycling rate to X%* |  |
| Reuse | *E.g. Ensure we maximise reuse of all items.*  |  |
| Specific waste stream  | *E.g. 50% reduction in left tents, surplus food collected from food traders.*  |  |
|  |  |  |

# **7. Materials List**

<Either copy and paste your Materials List from Step 2 of this Toolkit into this document or refer to an attachment>

# **8. Materials not permitted onsite**

<Enter any banned materials identified using the Materials List template>

# **9. Areas of Responsibility**

|  |  |
| --- | --- |
| **Area/Task** | **Contractor/Lead** |
| Overall coordination of Resources Management & Initiatives |  |
| Camping and arenas – infrastructure and litter pickers |  |
| Recycling Deposit Initiative (RDI) |  |
| Crew camping areas and offices |  |
| Clinical Waste |  |
| Concession Waste – food/recycling/general waste |  |
| Cooking Oils |  |
| Concession waste – grey water |  |
| Toilet waste – effluent (all toilets and elsan units) |  |

# **10. Bin Types and signage**

<Enter the bin types and signage you will use at the event. This information can be provided by your waste management supplier who will supply the bin types>