



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

INNOVATION CAPITAL
ISIXEKO ESIZA NENGUQU
INNOVASIESTAD



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Directorate: Infrastructure Services
Direktoraat: Infrastruktuur Dienste

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Our Ref/Ons Verw: 16/5/3

WASTE MANAGEMENT PLAN FOR EVENTS

To be submitted to Waste Management Department at least 15 working days prior to the event.
Approval can only be given for event once this plan is signed off by Waste Management Department.

ALL QUESTIONS NEED TO BE COMPLETED IN FULL

Name of event: _____

Date(s) of event: _____

Venue: _____

1. Description of event (please mark with x):

Market/ Festival style event		Music concert		
Sporting event		Will there be water points along the way?	Yes	No
Trail run/ Fun run/ Marathon		School/University/Club Sports Day		
Other		Please specify what type of event this is?		

2. Waste generation activities:

Will there be food for sale/distribution?	Yes	No	Number of stalls
Will there be drinks for sale/distribution?	Yes	No	Number of stalls

3. Cleaning of the venue:

Have you appointed a private waste management service provider for this event?	Yes	No
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If Yes, Name of Company:	
How many people are appointed to clean <u>during</u> the event?	
How many people will ensure the <u>separation</u> of recyclables and non-recyclables during and after the event?	
How many people are appointed to clean <u>after</u> the event?	
When will cleaning be concluded after the event? (This includes ALL areas including parking lots as well as the removal of all waste)	<u>Date:</u>
	<u>Time:</u>
How will waste be removed off site?	
Who is the person who will do the final check after cleaning has been concluded?	<u>Name:</u>
	<u>Cell Number:</u>

4. Generation of data:

The Waste Management Department requires the event organiser to provide them with waste generation and disposal data after the event.

Please nominate the person who will provide the Municipality with the following:

- 1) Amount of waste generated
- 2) Amount of waste sent to landfill
- 3) Amount of waste recycled or diverted from landfill

Amounts may be given in the following ways, whichever is the most convenient to the organiser:

- Amount of wheelie bins filled
- Amount of black and/or clear bags filled
- Amount of loads taken off site (please indicate the capacity of the vehicle used)

This data may reach the Department no later than 7 days after the event has taken place.

Name of responsible person:	
Cellphone number:	
E-mail address:	
Date that information will be submitted to the Department:	

CHECKLIST

This application should be accompanied by the following:

- ✓ A **map** of your venue/event layout showing:
 - Where wheelie bins will be placed
 - The demarcated waste management area
 - The location of water points along the route (where applicable)
 - Where wheelie bins will be safely stored overnight if hired from the Municipality
- ✓ A waste management **plan** from the waste management service provider if one is hired by the event organiser
- ✓ Copies of landfill **coupons** purchased prior to the event as proof of safe disposal of general waste **if** municipal services are not used

TERMS AND CONDITIONS

1. If your application is incomplete it will be considered as INSUFFICIENT INFORMATION SUPPLIED to approve the Waste Management Plan.
2. As the Municipality is moving towards waste minimisation we would like to encourage all event organisers to make a concerted effort to divert as much waste as possible AT SOURCE to minimise waste landfilled.
3. It is expected that all public areas affected by the event be cleaned and litter free by 06h00 the morning after the event.
4. If additional wheelie bins are hired by the event organiser from the Municipality, the security of the wheelie bins is the responsibility of the event organiser from the moment they are dropped off until they are collected. Should a bin be unaccounted for at the time of collection, the event organiser will be charged a total of R537.51 (incl VAT) for the replacement of the bin.
5. Wheelie bins cannot be collected or dropped off during weekends or public holidays. Should wheelie bins be required for an event during the weekend, the event organiser will be charged for both the Saturday and the Sunday.
6. Recycling bins supplied for free by the Municipality may ONLY be used for recycling purposes. Should the bin contain non-recyclables upon collection the event organisers will be charged for the hiring of the bin at R62.70 (incl VAT) per bin per day.
7. By submitting this waste management plan, the event organisers commit themselves to the conditions set forth by the Waste Management Department.

NOTE:

**IT IS EXPECTED THAT ALL AREAS AFFECTED BY YOUR EVENT
BE LEFT IN A CLEAN AND NEAT CONDITION.**

(Please initial: _____)



HIRING OF WHEELIE BINS FOR USE AT EVENT

EVENT:
DATE(S):

240ℓ wheelie bins may be hired from the Municipality at a cost of R62.70 (incl VAT) per bin. This price includes the drop-off and removal of the bins.

In order to promote recycling, the municipality offers free 240ℓ wheelie bins for the use of recyclable materials only. These bins need to be clearly marked as recycling bins by the event organisers.

How many 240ℓ WCO24 wheelie bins does the venue have on site?				
Do you need to hire wheelie bins from the Municipality for general waste ? (see T's and C's at the end of this document)	Yes	No	Amount	
Do you require wheelie bins for recycling purposes? (see T's and C's at the end of this document)	Yes	No	Amount	
Do you require clear bags for recycling ?	Yes	No	Amount	
Preferred date of wheelie bin delivery (Only Mon – Fri)				
Preferred date of wheelie bin pick-up (Only Mon – Fri)				
Address for wheelie bin delivery:				
Contact person for wheelie bin delivery:				
Name:		Cell:		
Details for invoice:				
Name on invoice:				
Postal address:				

For further details regarding hiring of bins and buying of coupons for waste disposal, you may contact Ms Megan Daniels Tel: 021 808 8224 or e-mail: megan.daniels@stellenbosch.gov.za

