



Solid Waste Management

THIS CITY WORKS FOR YOU

WASTE MANAGEMENT PLAN

(To be submitted to Solid Waste Management at least 21 days prior to the event. Approval can only be given for event once this plan is signed off by Solid Waste Management)

Name of Organisation /NPO:		
Name of person Responsible:		
Contact details:	Cell:	
Tel:		
Fax:	Email:	
Name of Event:		
Description of Event:		

Date of Event:		
Time: From	To:	
Venue:		
Estimated Number of people attending event:		
SECTION 1: INSIDE A VENUE?		
<p>1. If event is held inside a venue (not on the public streets), has provision been made with the venue owner for the cleaning inside the venue, (Yes/ No)</p> <p>If “YES”, give details:</p> <p>_____</p> <p>1.1 Have you contracted a waste collection and cleaning service provider? (Yes/No)</p> <p>If “YES”, who: _____</p> <p>1.2 Have you made provision for waste recycling? (Yes/No)</p> <p>If “YES”, describe details of recycling</p> <p>_____</p>		

1.3 Have you made provision for off street parking for attendees of your events
(Yes/No)

If “**YES**” what cleaning services have you arranged for the area where people will be parking so as to ensure clean surroundings once event is complete.

(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

SECTION 2: OPEN PUBLIC PROPERTY?

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

If “**YES**” who: _____

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

If “**YES**” please give details:

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

If “**YES**” please give details:

3. Please indicate **BY WHAT DATE & TIME** cleaning will be **COMPLETED after event:**

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

Please provide Signature on next page...

Applicant Signature	Date
For office use of Solid Waste Management's approval	
Approved / Not approved	
Comments:	
<hr/> <hr/> <hr/> <hr/>	
<hr style="width: 20%; margin-left: 0;"/> Manager: Area Cleaning Solid Waste Management	Date
<p>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 and payment being made prior to the event.</p> <p>Where Events Organisers either use private companies or their own labour, Solid Waste Management will still levy a charge for inspection after the event. Should cleaning not be done at an acceptable level Solid Waste Management will clean and charge the Event Organiser for the services.</p>	

**CITY OF CAPE TOWN
EVENTS OPERATIONAL PROCEDURES**

REQUIREMENTS, PROCEDURES AND MONITORING

1. BACKGROUND INFORMATION	
1.1 Directorate:	UTILITY SERVICES (SOLID WASTE MANAGEMENT)
1.2 Department:	AREA CLEANING
1.3 Event Requirements:	WASTE MANAGEMENT PLAN COMPLETED SIGNED AND APPROVED BY SOLID WASTE MANAGEMENT
1.4 Applicable Legislation:	IWMP AND SOLID WASTE BY-LAW
2. DEPARTMENTAL REQUIREMENTS/PROCESS	
2.1 Departmental	
2.1.1 Requirements	WASTE PLAN MUST BE COMPLETED, APPROVED, QUOTATION ACCEPTED AND PAID
2.1.2 Timeframes	21 DAYS BEFORE EVENT
2.2 Description of Forms (attach)	SEE ATTACHED QUOTATION FORMS
2.3 Tariff Administration Fee (if applicable)	AS PER QUOTATION
2.4 Department Process of approval	THESE MUST BE SIGNED BY EVENT ORGANISER AND SOLID WASTE MANAGEMENT
2.4.1 Description	SAME AS 2.2

2.4.2 Responsible Person	ALL RELEVANT AREA CLEANING MANAGEMENT
2.5 Consultation Process	MUST BE DONE THROUGH SOLID WASTE CO-ORDINATOR, AREA MANAGERS AND EVENTS COMMITTEE
2.6 Criteria for approval/non approval	ALL FORMS MUST BE COMPLETED AND SUBMITTED BY EVENT ORGANISER AND APPROVED BY SOLID WASTE MANAGEMENT
2.7 Guidelines for conditions – standard conditions	STANDARD OF CLEANLINESS DURING AND AFTER EVENT
2.8 Delegated Authority	AS PER DELEGATION
2.9 Any Other Requirements	
MONITORING AND COMPLIANCE	
3.1 Monitoring process and criteria	SITE INSPECTION BY RELEVANT MANAGER
3.1.1 Pre Event	SITE MEETING AND INSPECTION BY RELEVANT AREA MANAGER
3.1.2 During Event	INSPECTION BY RELEVANT MANAGER
3.1.3 Post Event	SITE MEETING AND INSPECTION BY RELEVANT MANAGER
3.2 Non Compliance	THE WASTE MANAGEMENT PLAN TOGETHER WITH ALL RELEVANT INFORMATION AND QUOTATION MUST BE SIGNED OFF BY ALL PARTIES AT LEAST 7 (SEVEN) WORKING DAYS PRIOR TO THE EVENT

3.2.1 Legislation	SOLID WASTE BY-LAW
3.2.2 Process	BILLING SYSTEM TAKES PLACE
3.2.3 Conclusion	
3.2.4 Feedback	
ADDITIONAL INFORMATION	