



**SOLID WASTE MANAGEMENT
FORM: EVENT WASTE MANAGEMENT PLAN**

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

ALL SECTIONS/QUESTIONS NEED TO BE COMPLETED IN FULL¹

SECTION 1: GENERAL INFORMATION

Name of organisation /NPO:

Name of person responsible:

Municipal account number/cost centre:

Tel:	Cell:
Fax:	E-mail:

Postal address: **Postal code:**

Name of event:

Event description:

Date(s) of event:	Start date:	End date:
Duration:	Start time:	Finish time:

Venue name:

Venue street address:
.....
(Incl. suburb):

Venue type	Sports ground	Public property	Open field	Private property	Other	Specify:
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Estimated number of people attending event:

SECTION 2: CLEANING OF VENUE AND SURROUNDINGS *Note: Should the event impact on public areas, such as roads and sidewalks around the venue, a plan must be attached to this form, describing how you will ensure the area is clean and litter-free after the event.*

2.1 Cleaning of the venue (please complete A or B plus C)

A: Private property

Have arrangements been made with the venue owner for cleaning inside the property perimeters?	Y/N	
(If yes, give details)		

B: Open public property

Has provision been made for cleaning this property?	Y/N	
(If yes, give details)		

C: Service provider details (for A or B above)

Have you contracted an accredited cleaning service provider? (If yes, complete details below)	Y/N	
Name of service provider:		
Contact details:		
Accreditation number:		

2.2 Cleaning of the venue surroundings

Have you made provision for off-street parking for attendees of your event?	Y/N	
What cleaning services have you arranged for the area where people will be parking, so as to ensure clean surroundings (50 m – 100 m radius surrounding venue) once event is finished? (Please complete details below.)		
.....		
.....		

(Give details of company hired, number of labourers, method of transport and disposal of waste, etc.
Note: A landfill receipt must be submitted to Solid Waste Management as proof.)

SECTION 3: WASTE COLLECTION AND RECYCLING

3.1 Have you contracted an accredited waste collection service provider²? (If yes, complete details below.) Y/N

Name of service provider:

Contact details:

Accreditation number:

(If no, the City of Cape Town offers 240 ℓ refuse bin hire and servicing to event organisers. Complete details below.)

Number of refuse bins required:

Date(s) for refuse bins to be serviced (please include all details below):

Date for refuse bins to be delivered:

Date for refuse bins to be retrieved:

3.2 Have you contracted a recycling service provider³? (If yes, complete details below) Y/N

Name of service provider:

Contact details:

Accreditation number:

(If no, the City of Cape Town offers 240 ℓ recycling bin hire to event organisers. Complete details below.)

Would you require recycling bins to be provided? Y/N

If yes, number of recycling bins required:

Date for recycling bins to be delivered:

Date for recycling bins to be retrieved:

3.3 Please indicate when cleaning and removal of waste will be completed after the event⁴.

Date:

Time:

Note: Upon approval of section 2 and 3 of the Waste Management Plan, the applicant will be provided with quotations for (i) cleaning services and (ii) refuse bin hire and servicing and/or the recycling bin hire, where applicable, should Council services be required. Approval to hold the event will, inter alia, depend on acceptance of the quotations and payment being made prior to the event. 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, the Solid Waste Department will clean up and charge the event organiser for the services. The City does not provide a recycling bin service. An accredited recycling service provider should service the recycling bins.

SECTION 4: AUTHORISATION

For office use: Solid Waste Management

Head: Events Management:

Date:

Approved:

Not approved:

Comments:

¹ If your application is incomplete it will be considered as INSUFFICIENT INFORMATION and your Waste Management Plan will not be approved.

² This may be same service provider as the cleaning service provider.

³ This may be same service provider as the cleaning or waste collection service provider.

⁴ It is expected that all public areas affected by the event be clean and litter free by 06:00 the morning after the event.



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