

## **Monmouthshire Events - Managing Waste**

Waste is the most expensive material to dispose of so reducing the amount of rubbish that is generated at your event is not only better for the planet it will also save you money.

For the waste that can't be avoided, Monmouthshire County Council does offer a commercial waste and recycling service for larger scale events.

**The Law** - As event organiser you have A Duty of Care to ensure that your waste is sorted and stored securely on site, taking care to prevent spillages, littering and access by vermin and wildlife.

You must also engage a licenced waste carrier to transport your waste off site for safe disposal. Your appointed contractor must tell you where the waste is going for disposal and also provide you with a Waste Transfer Note which should be completed by both parties and kept as a record.

### **Event waste can come from**

- Setting up and taking down – pallets, cardboard, strapping, shrink wrap etc
- Front of house – mainly food and drink packaging
- Back of house – vendors and stallholders will produce boxes, cans, plastic wrap and containers. This area should be managed separately away from public access but easily accessible for collection vehicles. Bins will need to be bigger as the material is likely to be bulky.

### **Pre-event publicity**

- Promote waste reduction to stallholders and the public in all pre-event publicity.
- Work with your vendors and suppliers before the event to provide products in refillable, reusable and recyclable packaging wherever possible. Avoid polystyrene and single use plastic packaging.
- Encourage stallholders to promote refill, reuse and recycling to their customers at point of sale.
- Consider the option of making stallholders responsible for the disposal of their own waste, this will certainly help to focus their mind on the importance of waste reduction.

## **Event Planning**

- Consider the types of waste that will be produced and how many bins your event might need.
- Aim to put the right bins in the right locations and make a site plan.
- Recycling and rubbish bin stations should be concentrated in areas where people are likely to be eating and drinking, also near seating and entertainment.
- Make the bin stations highly visible. If your site is likely to become crowded, consider placing tall flags to make them noticeable – it's much easier to empty bins than to pick up litter afterwards!
- If your event is mostly for Monmouthshire residents, use the MCC colour scheme for recycling.
- National recycling icons are available for you to print from [www.wrap.org.uk](http://www.wrap.org.uk)

## **On the day**

- Make sure someone has responsibility for monitoring and emptying the bins as they fill up. Look after your staff and volunteers here, it is not always a pleasant job - but it is an important one.
- Make regular announcements reminding people to use the recycling bins if you are using a PA system.

## **Leave no Litter**

- You should always leave your event site in the same or better condition as you found it, free from litter or waste.
- Encourage visitors to use the litter bins on site.
- Promote the 'Leave no Litter' message for their journey home.
- Organise volunteers or staff to litter pick after your event.

### **For small scale Community Events Recycling, contact:**

Sue Parkinson 07826 914981 [susanparkinson@monmouthshire.gov.uk](mailto:susanparkinson@monmouthshire.gov.uk)

Paul Quayle 07798 641260 [paulquayle@monmouthshire.gov.uk](mailto:paulquayle@monmouthshire.gov.uk)

### **For larger Commercial Events, contact:**

Victoria Camp 07976 791056 [victoriacamp@monmouthshire.gov.uk](mailto:victoriacamp@monmouthshire.gov.uk)

Liz Shaw 01633 641301 [lizshaw@monmouthshire.gov.uk](mailto:lizshaw@monmouthshire.gov.uk)

## Monmouthshire Events - Reducing Waste

Waste is the most expensive material to dispose of so reducing the amount of rubbish that is generated in the first place is not only better for the planet, it will also save you money.

Our market towns of Monmouth, Abergavenny, Chepstow and Usk have all achieved Plastic Free status and have active groups that work with businesses and the community to reduce single use plastics.



- Think about the type of stalls that you want at your event and the type of waste they will create.
- Avoid the stalls that sell over packaged goods or those that promote single use plastic stuff.
- Encourage your stall holders to source alternatives to the worst offenders like plastic straws, plastic forks, polystyrene trays and plastic bags.
- Make use of WRAP's Zero Waste Events Guide - [http://www.wrap.org.uk/sites/files/wrap/Zero Waste Events Guide.pdf](http://www.wrap.org.uk/sites/files/wrap/Zero%20Waste%20Events%20Guide.pdf)

**Returnable plastic glasses** - many events are now glass-free for safety reasons and organisers have invested in long lasting plastic glasses branded with their event name. You can also hire in returnable plastic glasses. Customers are happy to pay a returnable deposit for a reusable container or buy one which becomes a souvenir of the event. Encourage your bar provider to use this option as deposit return systems will reduce both waste and litter clean- up costs.

**Glass bottles**— although glass bottles are recyclable, the waste hierarchy requires us to reduce before recycling. So, encourage bars to provide kegged beer in returnable plastic glasses.

**Re-usable cups and plates** – Small events such as village fetes will generally have a tea and cake offer, using china cups and plates. This is the most environmentally friendly way to provide refreshments, and ideal when there are washing up facilities on site. Small community events can encourage local people to bring their own plate and cutlery if meals are provided to reduce the use of single use plastic.

**Water refills** – Wales is aiming to become the first refill nation. Free water refill stations at events are much appreciated by visitors and can dramatically reduce your event waste. Advertise free water bottle refills if you have an on-site drinking water supply and encourage visitors to bring their own re-fillable water bottle or cup with them. Visit [www.refill.org.uk](http://www.refill.org.uk) for more information.

**Food waste** – If you have any edible food left over at the end of the your event, offer it to staff or make it available for redistribution rather than throwing it away. Avoiding public food waste at an event is difficult. But, if you think that there will be a lot of food waste, or yours is a food event then it is worth considering a specialist contractor who can provide separate bins and collection for composting. Visit [www.guardiansofgrub.com](http://www.guardiansofgrub.com)

**'Vegware'** – Beware of vegetable derived plastics, which can only be recycled/composted using very specific processes. This material can contaminate plastic recycling streams as it is difficult to distinguish from conventional plastic and is not recycled in the same way.

If your supplier does use 'Vegware' make sure that they use a waste processor who can manage it properly with an in- vessel composting (IVC) type process. There are only a handful of these facilities in Wales. Vegware is available in the form of glasses, cups, plates and cutlery. If your contractor can process vegetable derived plastics, insist that all stallholders use this material as it simplifies your recycling streams.

**'Biodegradable plastics'** - Should be avoided because they either need particular treatment methods or they break down into micro-plastics when they enter the environment.

**Polystyrene packaging** – Avoid. Welsh Government is currently (2019) consulting on banning this material in recognition of the serious environmental problems that it causes when it ends up as litter. Give clear instructions to food vendors to use alternative paper or cardboard packaging instead of the old style polystyrene trays as it is biodegradable and is more eco-friendly in its manufacture and disposal.

**Plastic bags** – Avoid. Since Wales introduced the plastic bag charge, their use has reduced by more than 70%. Ask stall holders to supply paper bags rather than plastic ones.

## Monmouthshire Events - Recycling

Residents of Monmouthshire are amongst the very best recyclers in Wales, currently recycling around 64% of their household waste. We want to see this great recycling habit continue to other areas of life, including community events.

Recycling facilities at your event will demonstrate a commitment to the environment, set an example to others *and* help to protect the beautiful landscape that is Monmouthshire.

### OUR EVENTS RECYCLING BINS



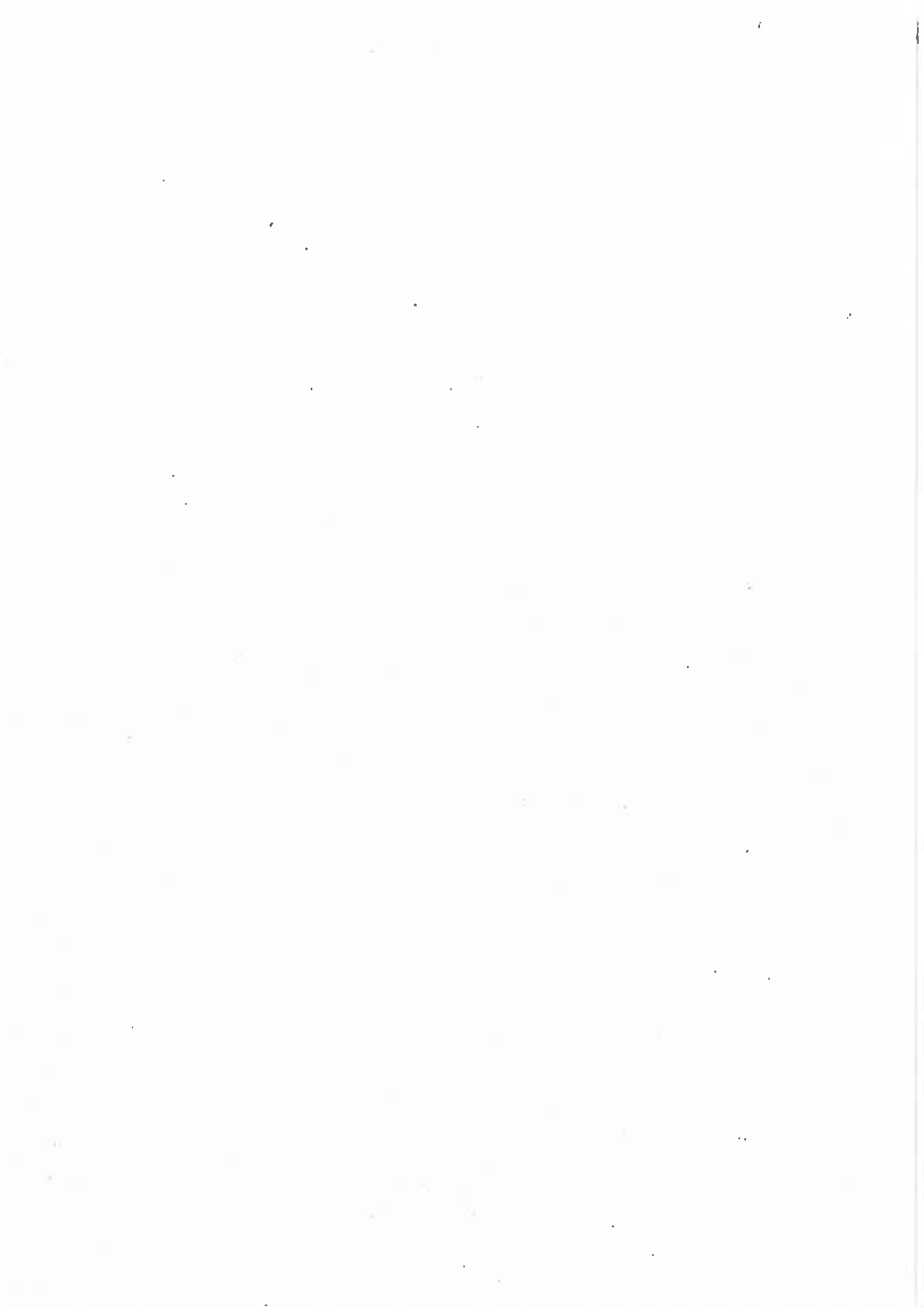
The Council can provide recycling bins for small scale, community and not for profit events. We can deliver recycling bins to events and collect them afterwards together with the recycling. We will also try to let you know the quantities and quality of the materials we have collected. We have a limited number of bins so early booking is advised.

We use 240 litre wheeled bins to collect recycling:

- Glass bottles and jars
- Plastic bottles, plastic punnets
- Cans (aluminium and steel)
- Cardboard and paper packaging (from stall holders only as this is the cleanest material)

One volunteer or staff member should be responsible for ensuring that the bins do not become contaminated with food or general rubbish. Full bins may also need to be changed when they are full.

Sorry, we cannot recycle crisp packets, plastic bags, shrink wrap, polystyrene or paper cups (these are likely to be plastic lined). We cannot recycle napkins, paper or card from the public, as these materials are likely to be contaminated with grease and food residue. We are also unable to collect vegetable derived plastic containers such as 'Vegware' as our onractors cannot process them.



# Leave no Litter!



**What goes up – must come down!**

**If you do have a balloon- don't let it go!**

**Since 2015, Monmouthshire County Council have banned the mass release of balloons and lanterns on all council owned land.**



monmouthshire  
sir fynwy

