**Recycling and Waste at events in Torbay**

If you are organising any event, YOU, AS THE ORGANISER MUST COMPLY WITH NATIONAL WASTE LEGISLATION. It is important to plan ahead to make it as ‘green’ as possible by managing it sustainably.

Torbay Council and our partners Tor2, will therefore supply a basic package which will cover your minimum requirements for waste and recycling. Please contact Tor2 for the up-to-date costs involved. **\*The definition of ‘WASTE’ is any rubbish and/or litter produced by the event that you are organising**

Planning your event

All waste produced at an event is subject to strict legislation/regulation. When organising an event you must ensure that all litter and rubbish (known as ‘waste’) is removed from your designated event area when it has finished. By law you cannot simply put some black bags into the back of a van and take them home to go out with your general rubbish. THIS IS ILLEGAL.

6 weeks prior to the event you must consider the following:

* Who is going to collect what materials and how they will recycle as much of it as possible. If you are inviting traders/concessions, ensure that they know about recycling and litter arrangements. If you are inviting food and drink vendors then your agreement with them might include them taking their own waste away for disposal.
* Torbay Council’s partner, Tor2 offers [waste and recycling services](http://www.bathnes.gov.uk/services/bins-rubbish-and-recycling/business-waste) for events. If you use another waste company, they must be registered with the [Environment Agency](http://www2.environment-agency.gov.uk/epr/search.asp?id=EP8&&type=register) and you must have a Duty of Care notice (see attached information sheet) from them detailing where the waste and recycling is processed.
* Think about placing containers near places where people are going to throw things away, ensuring recycling bins are next to litter bins, label properly and get the right number of bins for the size of event.
* Larger bins for storing the waste must be sited in an area that is not accessible by the general public but easily accessible for a refuse collection vehicle to empty them without having to drive over grass.
* Publicise what you are doing to recycle so that people are aware about the recycling facilities. Use the registration/ entrance point as an opportunity to let people know.

Cut down your waste in the first place

There are lots of things people can do to get towards making their event almost waste-free.

* Only allow concessions that use recyclable, compostable or reusable cups, plates and utensils to trade at your event;
* Start by using recycled products, like toilet roll, pencils vending cups and paper;
* Serve condiments, like sauces, in bulk rather than individual servings;
* Reducing printing for advertising the event through using e-newsletters and local websites. If you need to use paper, make sure you use both sides;
* On stationary, use white boards rather than flipcharts, reuse name badges and for signage, avoid putting the date on if possible so they can be reused;
* Avoid plastic bags.