



**APPLICATION FOR EVENT WASTE MANAGEMENT  
IN THE SALDANHA BAY MUNICIPAL AREA**

To be submitted to the Solid Waste Department at least **15 working** days prior to the event. Your event can only be approved once this plan is signed off by the Solid Waste Department.

Please read the SBM Event Waste Management Guideline which will inform your waste management planning. The Guideline can be downloaded from the SBM website: [www.sbm.gov.za](http://www.sbm.gov.za)

**PROVISION OF THE FOLLOWING INFORMATION IS COMPULSORY:**

1. Applicant information
2. Event information
3. Waste management plan

**1. APPLICANT INFORMATION**

Name of event organiser: .....

Person responsible for event waste management: .....

Business/organisation name: .....

Tel: ..... Cell: .....

Email: .....

**2. EVENT INFORMATION**

Name of Event: .....

Date(s) of Event: .....

Start time: ..... Finish time: .....

Venue: .....

Expected Number of people attending event? .....

Type of venue: (Tick one):

Sports ground

Purpose built venue

Open field

Other

Please specify if other: .....

**3. WASTE MANAGEMENT PLAN:**

Please note that should the event impact on public areas i.e. roads, sidewalks around the venue, a plan must be submitted to ensure the area is clean and litter free after the event.

3.1 Has provision been made with the venue owner for cleaning within the venue perimeters? Please provide details:

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3.2 Have you contracted a waste collection and cleaning service provider? If so, please provide details of the company hired, number of workers, method of waste transport, location of waste disposal and treatment.

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3.3 Have you made provision for waste minimisation (for example avoiding and reducing the generation of waste where possible, or recycling if generated)? Please provide details:

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3.4 What cleaning services have you arranged for the area where people will be parking, so as to ensure clean surroundings once the event is finished? Please provide details:

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3.5 Please indicate what date and time cleaning will be completed after the event:

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3.6 Number of 6m<sup>3</sup> skips needed for the event (please refer to Guideline if unsure): .....

3.7 Number of 240ℓ wheelie bins needed for the event (please refer to Guideline if unsure): .....

**NB: It is expected that all areas of your event will be left in a clean and neat condition.**



**CONFIRMATION BY EVENT ORGANISER**

I, ....., as the authorised event manager for the..... event taking place on ....., hereby declare that all information provided in this application is valid and correct.

.....  
**Signature**

.....  
**Date**

If your application is incomplete it will be considered as insufficient information for the approval of the Waste Management Plan.

Submit your application to:  
Solid Waste Department  
Tel: (022) 701-7079  
Email: [Abubaker.Nackerdien@sbm.gov.za](mailto:Abubaker.Nackerdien@sbm.gov.za)  
Main Road, Vredenburg

**For office use**

SOLID WASTE DEPARTMENT

Approved  Not approved

Comments:

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