

Tonbridge & Malling Borough Council

Guidance Note for Event Organisers

Waste Management Responsibilities

When hosting an event on Council-owned land it is essential that you make appropriate arrangements for waste collection and disposal throughout the duration of your event.

Please be aware of the following requirements:

1. **Waste Management Responsibility:** All event organisers are fully responsible for ensuring that sufficient waste collection is in place including litter picking, bin provision and post event site clearance.
2. **Avoid single-use plastics:** Event organisers are strongly encouraged to avoid the use of single-use plastics altogether by choosing reusable, compostable or recyclable alternatives wherever possible.
3. **Recycling and Waste Separation:** Recycling must be actively accommodated at your event. Suitable bins for **separate collection of recyclables and general waste** must be provided and clearly marked for public use.
4. **Recycling and Bar operations:** Any bar operators at your event must make their own arrangements to recycle bottles, cans and other packaging generated by their operations. Event organisers must ensure that all operators use a **reusable cup deposit scheme** throughout the event to reduce waste.
5. **Compliance:** Events that do not meet these standards may be subject to additional charges or may not be permitted to use council land in the future.

Thank you for your cooperation in helping us keep our public spaces clean and environmentally responsible. For further information or support with your waste management planning, please contact the Council Events Team *email address*