



# EVENT WASTEWATER

MANAGEMENT PLAN



## EVENT DETAILS

Name of event:	
Event date(s):	
Time:	
Venue and address:	
Anticipated crowd size:	
Event activities:	
Venue description:	
Venue crowd capacity:	
Existing facilities toilets, showers etc:	
Other relevant information ie years it has run, company organising event:	



## CONTACT LIST

Name	Role	Contact details

## TEMPORARY STALLS, MOBILE FOOD + DRINK OUTLETS

- List all outlet(s)/stall(s) and nature of activity generating wastewater:



- Is wastewater proposed for containment within a portable receptacle for discharge off-site?
- Is wastewater proposed for discharge through existing Council facilities on-site?
- How much wastewater (approx. volume in litres) is proposed to discharge through existing Council facilities?

## PORTABLE FACILITIES (Port-a-loo's, shower + toilet blocks/trailers)

- List the number and type of proposed portable facilities:
- What company is supplying the portable facilities?
- When will portable facilities be delivered?
- Will periodic pump-out of portable facilities be required through-out the event? If so, how will this be monitored and arranged?
- When will portable facilities and stored wastewater be removed off-site following conclusion of the event?
- Provide details of the liquid waste transport contractor engaged to provide the pump-out/removal service.
- Provide details of the licensed facility intended to accept the wastewater from portable facilities.
- Is the location, number and type of portable facilities identified on the event site plan?



## PROMOTIONAL ACTIVITIES

Arrange for signage (translations if necessary) (only where temporary closure of existing Council facilities is required during the course of an event)

Date	Time	Role	Complete
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

## SETTING UP ON THE DAY OF THE EVENT

Arrange for signage (translations if necessary) (only where temporary closure of existing Council facilities is required during the course of an event)

	Date	Time	Who/Role	Complete
Attach signage to existing Council facilities advising what is and is not appropriate for flushing				<input type="radio"/> Yes <input type="radio"/> No
Prevent access to existing Council facilities (only where temporary closure of existing Council facilities is required during the course of an event)				<input type="radio"/> Yes <input type="radio"/> No
Set up portable facilities at predetermined locations as per approved event site map				<input type="radio"/> Yes <input type="radio"/> No
Monitor outlets/stallholders as they set up (to ensure wastewater outlets collected by portable receptacle or existing Council facilities and not discharged to land/water)				<input type="radio"/> Yes <input type="radio"/> No
Final check of portable and existing facilities				<input type="radio"/> Yes <input type="radio"/> No
Other				<input type="radio"/> Yes <input type="radio"/> No



## ACTIVITIES DURING THE EVENT

	Date	Time	Who/Role	Complete
Monitor existing Council facilities during the event				<input type="radio"/> Yes <input type="radio"/> No
Monitor temporary stalls/outlets during the event				<input type="radio"/> Yes <input type="radio"/> No
Monitor portable facilities during the event				<input type="radio"/> Yes <input type="radio"/> No
Monitor as outlets/stallholders begin to pack up				<input type="radio"/> Yes <input type="radio"/> No
Monitor as portable facilities are loaded for removal				<input type="radio"/> Yes <input type="radio"/> No
Reinstatement/cleaning of Council facilities				<input type="radio"/> Yes <input type="radio"/> No
Removal of stalls/outlets				<input type="radio"/> Yes <input type="radio"/> No
Removal of portable facilities				<input type="radio"/> Yes <input type="radio"/> No

## ACTIVITIES DURING THE EVENT

	Date	Time	Who/Role	Complete
Final clean-up/removal works				<input type="radio"/> Yes <input type="radio"/> No
Continue monitoring outlets/stallholders as they pack up				<input type="radio"/> Yes <input type="radio"/> No
Evaluation				<input type="radio"/> Yes <input type="radio"/> No
Write assessment report				<input type="radio"/> Yes <input type="radio"/> No
Other				<input type="radio"/> Yes <input type="radio"/> No

## ATTACHEMENTS - EVENT SITE PLAN

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