



TIPS FOR CONTRACTS WITH WASTE MANAGEMENT COMPANIES

The purpose of this document	To set out what you can ask of your waste management company in your contract with them and what is required of them by law.
Who it is for	The person contracting the waste management supplier.
How to use it	Once you have selected your waste management supplier, review the content below and include the suggested terms in your contract with them. This is to ensure an agreement that you will get the waste data and level of service required to improve waste management.

REGULATION OF WASTE CONTRACTORS AND WHAT THEY ARE REQUIRED TO PROVIDE EVENT ORGANISERS

What is it?

Waste contractors are regulated to ensure they manage waste responsibly and with transparency. In order to handle and transport waste they must have a Waste Management Licence and appropriate environmental permits.

They are required by law to keep records of what happened to your waste.

Every time they collect and transport waste to a facility they have to provide a Waste Transfer Note and collect a Weighbridge Ticket from the facility.

How this relates to festivals and outdoor events

When instructing a waste contractor, you need to request and check they have a Waste Management Licence. After they have completed the collection and disposal of your waste you have the right to request the Waste Transfer Notes and the Weighbridge Tickets.

To ensure this happens, request it in your contract and ask for a breakdown of all the waste streams and the weights. Be aware, there are some unscrupulous contractors out there who will make spurious claims about the amount they are recycling.

- Require that they produce waste transfer notes for all material shipped from the site.
- Ask for the details of the site where each waste stream is being taken before the event to make sure that the contractor is planning to treat your waste responsibly.
- For each disposal site, ask for a copy of their Environmental Permit or Exemption (from an Environmental Permit).
- Some contractors claim that they will “sort material off-site” after the event. Ask for a full, written explanation of how this is being done. Do they use machinery? If so, what type?
- Consider having these explanations checked by an expert.
- To manage clinical and other hazardous waste a Consignment Note is required from your contractor: Read more about this [here](#).

Suggested terms or requirements for waste contracts / agreements

The following should be considered as options for clauses in contracts or agreements with waste contractors to demonstrate legal duty of care and to support improvements.

- A Waste Transfer Note (duty of care) for every transfer of waste.
- Weighbridge tickets which correspond with the Waste Transfer (duty of care). Note: If these are not available then they will need to estimate the figures and explain the process you've been through to achieve your reported weights.
- Environmental Permits, Waste Management Licences or Exemption Certificates for each facility to which waste material is taken.
- A Waste Report or spreadsheet detailing all material types, weight, end of life destination and process (and recommendations for ways to reduce waste and increase recycling in future).

It is good practice to link final payment to the presentation of all the relevant paperwork.