****

**NPDC CONSTRUCTION WASTE REDUCTION PLAN**

**PROJECT and CONTACT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project name:** |  | **Estimated total cost**[[1]](#footnote-1)**:** |  |
| **Project type:** (Select from down down) | Choose an item. | **Building size (m2):** |  |
| **Project commencement date:** |   | **Expected completion date:** |   |
| **Site address:** |   |
| **Building type:** (Select from down down) | Choose an item. | Other (List): |   |
| **Designer:** |  |
| **Client:** |  | **Building owner:** |  |
| **Main contractor:**  |  *If still to be appointed, list the designer’s contact details below.* |
| **Main contractor contacts:** |
| Postal address:  |   | Email: |   |
| Telephone:  |   | Mobile:  |   |
| **PERSON RESPONSIBLE for waste and completing the NPDC Construction Waste Reduction Plan:** |
| Name:  |   | Role: |  |
| Email: |  | Mobile: |  |

**Please complete the following sections of this document:**

|  |  |
| --- | --- |
| **BEFORE construction:****1. Waste Reduction Plan****2. Materials Waste Management Plan.** Fill in **blue** columns. Submit to commercialwaste@npdc.govt.nz. | **AFTER completion of construction:** **3. Waste Record.** Fill in **orange** columns.**4. Waste Review**. Submit to commercialwaste@npdc.govt.nz. |

**1. WASTE REDUCTION PLAN**

Set goals for your construction project below. Complete this plan BEFORE construction starts, to help reduce waste from your project. Tick all steps that will be undertaken by the owner/developer, designer, and main contractor, and provide details in notes. Display your plan (or a summary of actions to be taken or requirements for waste management in your own format) on site, and ensure that all contractors are aware of it.

Submit your completed plan by email to commercialwaste@npdc.govt.nz before construction begins, along with the completed **Materials Waste Management Plan** in Section 2 (blue columns only).

|  |  |  |
| --- | --- | --- |
| **GOALS FOR WASTE AVOIDANCE OR REDUCTION**  | **YES** | **PROVIDE DETAILS**  |
| **Pre-build phase** |
| **Owner/developer** |
| * **Set the reduction of waste as a priority** for the project.
 |  |  |
| * **Use construction methods and products that allow for deconstruction and that are easy to dismantle for reuse and recycling**. (e.g. using mechanical fixing instead of adhesives, not blending too many materials together, or minimising finishing requirements.)
 |  |  |
| * **Use products and materials that reduce waste**.
 |  |  |
| * **Use products and materials that are low maintenance**.
 |  |  |
| * **Use reused/second-hand materials**.
 |  |  |
| * **Prefer suppliers who have waste minimisation/environmental plans/credentials**.
 |  |  |
| * **Schedule works to minimise time between delivery and installation**, to reduce damage and waste onsite.
 |  |  |
| **Designer/design consultant** |
| * **Set the reduction of waste as a priority** for the project.
 |[ ]   |
| * **Use construction methods and products that allow for deconstruction and that are easy to dismantle for reuse and recycling**.
 |[ ]   |
| * **Use products and materials that reduce waste**.
 |[ ]   |
| * **Use products and materials that are low maintenance**.
 |[ ]   |
| * **Use reused/second-hand materials**.
 |[ ]   |
| * **Prefer suppliers who have waste minimisation/environmental plans/credentials**.
 |[ ]   |
| * **Schedule works to minimise time between delivery and installation**, to reduce damage and waste onsite.
 |[ ]   |
| **Main contractor (construction)** |
| * **Set reduction of waste as a priority** for the project.
 |[ ]   |
| * **Use prefabricated materials and materials prepared off-site**.
 |[ ]   |
| * **Use reused/second-hand materials**.
 |[ ]   |
| * **Prefer suppliers who have waste minimisation/environmental plans/credentials**.
 |[ ]   |
| * **Avoid over ordering**, to reduce waste and costs.
 |[ ]   |
| * **Order to fit**. When ordering materials, ensure they are consistent with the dimensions required for the job, to reduce time and avoid wastage.
 |[ ]   |
| * **Include waste reduction instructions and standards in your staff and subcontractor contracts**.
 |[ ]   |
| * **Use special handling/storage measures to protect new and waste materials from damage.**
 |[ ]   |
| * Other - list:
 |[ ]   |
| **Build phase - Main contractor (construction)** |
| * **Set up a reuse and recycling area on-site**, using separate well labelled containers/skips/piles.
 |[ ]   |
| * **Provide Waste Plan and detailed instructions to staff and subcontractors**.
 |[ ]   |
| * **Induct all staff and subcontractors in the Waste Plan and waste management systems**.
 |[ ]   |
| * **Give staff an incentive** to use resources more efficiently.
 |[ ]   |
| * **Schedule works to minimise time between delivery and installation**, to reduce damage and waste onsite.
 |[ ]   |
| * **Arrange with suppliers to reduce packaging, and use packaging that is recyclable**.
 |[ ]   |
| * **Reuse offcuts, scraps and other materials** that are created on the job, or reuse them on other projects.
 |[ ]   |
| * **Store any oversupply of materials** immediately offsite for future projects, or **return** any that will not be used,to reduce the potential for product damage and wastage.
 |[ ]   |
| * **Put a copy of the Waste Record up on the site noticeboard** and update it regularly to let everyone see progress being made.
 |[ ]   |
| * **Set up an ideas board for waste-related suggestions**.
 |[ ]   |
| * **Include waste as a standing item at site or tool box meetings**.
 |[ ]   |
| * If waste reduction goals are achieved, **celebrate with an incentive** such as a morning tea.
 |[ ]   |
| * Other – list:
 |[ ]   |

**Any other actions required of staff, contractors and subcontractors to reduce and manage waste:**

**2. MATERIALS WASTE MANAGEMENT PLAN (blue)**

**BEFORE** the build begins, in the **blue** columns fill in all materials you expect to be produced on site. Tick all waste materials you expect to have from the build in the second column. In the third and fourth column, specify whether the material will be reused, recycled, composted, sent to clean fill, or sent to landfill, and the waste collector name or destination. In the final blue column estimate the rough quantity that is likely to be produced, in kilograms.

To convert volume measurements of different waste types to estimated weights in kilograms, see the table on page 16 of the Guide to the NPDC Construction Waste Plan.

**Throughout the build**, keep accurate records and invoices of all waste sent off site, to which location/provider, and the cost paid, or income earned.

**3. RECORD OF ACTUAL WASTE PRODUCED (orange)**

**At the end of the build**, fill in ACTUAL total volumes of materials that were reused, recycled, composted, sent to cleanfill, and sent to landfill below in the **orange** columns, along with actual costs to recycle or dispose of the material, or income earned. These quantities can be sourced from your waste contractor/s, if they were not recorded or provided on invoices.

| **2. MATERIALS WASTE MANAGEMENT PLAN** | **3. WASTE RECORD** |
| --- | --- |
| **Material**  | **Proposed method of waste management**(Select from drop down list. If more than one method will be used for the material, add a row and list one method per row.) | **Destination/company** | **Estimate of quantity** **that will be produced**(kg) | **Actual quantity reused, recycled, composted** (kg) | **Actual quantity sent to****clean fill** (kg) | **Actual quantity sent to landfill** (kg) | **Actual cost or saving**(**-$** cost or **$** saving) |
| **Building components for reuse – List each** (e.g. Cabinets; Carpet; Carpet tiles; Doors; Windows; Light fittings; Toilets; Showers) |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Concrete/masonry** |  |  |  |  |  |
| Concrete-based | Choose an item. |  |  |  |  |  |  |
| Clay-based | Choose an item. |  |  |  |  |  |  |
| Ceramic | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Hazardous waste** |  |  |  |  |  |  |  |  |
| Asbestos | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Metals** |  |  |  |  |  |  |  |  |
| Aluminium | Choose an item. |  |  |  |  |  |  |
| Brass | Choose an item. |  |  |  |  |  |  |
| Cable (copper) | Choose an item. |  |  |  |  |  |  |
| Copper (pure) | Choose an item. |  |  |  |  |  |  |
| Metals (mixed) e.g. metal joinery, fittings | Choose an item. |  |  |  |  |  |  |
| Steel | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Miscellaneous – List each** (e.g. Batteries; Compostables/organic; Fluorescent lights; Glass; Hazardous/Asbestos; Insulation; Mixed recycling: cardboard, paper and plastics 1, 2, 5) |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Plasterboard** |  |  |  |  |  |  |  |  |
| Gib/plasterboard | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Plastics** |
| Building wrap | Choose an item. |  |  |  |  |  |  |
| PVC pipe/plumbing  | Choose an item. |  |  |  |  |  |  |
| Shrink wrap (pallets) | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Soil** |  |  |  |  |  |  |  |
| Soil | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Timber** |
| Native timber | Choose an item. |  |  |  |  |  |  |
| Untreated timber | Choose an item. |  |  |  |  |  |  |
| Treated timber | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **Other – List** |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
|  | Choose an item. |  |  |  |  |  |  |
| *Total for material type:* |  |  |  |  |  |
| **TOTALS FOR ALL PROJECT MATERIALS diverted, or sent to landfill.**Add all totals for each material type, and total costs for disposal: |  **kg** |  **kg** | **kg** |  **kg** | **$** |

**Estimated time spent completing and implementing this Construction Waste Reduction plan (hours):**

***Instructions for inserting another row***

* Where needed, insert a whole row anywhere between the first and last 'Total' row of the category.
* Select the whole row that you want to copy and paste it into the inserted row.

**4. WASTE REVIEW**

|  |
| --- |
| **Review the process of reducing waste on this project** |
| **STRENGTHS in reducing and managing waste throughout the project:** |
| **CHALLENGES and LESSONS LEARNED in reducing and managing waste:** |
| **EXPLANATION of why any goals in the original Waste Reduction Plan weren’t met:** |
| **ACTIONS for future projects that would further reduce waste:** |
| **Any other comments or needs regarding future waste reduction:** |

1. A waste plan is required for commercial builds valued at $500,000 and over in the New Plymouth District. This is a requirement under the NPDC Solid Waste Management and Minimisation Bylaw 2019. [↑](#footnote-ref-1)