

Kingston Events Sustainability Self-Assessment

Please answer AFTER you filled in the self-assessment starting on p.2

Please insert your final score in the box below:

YOUR FINAL SCORE:

Your final score:

What does it mean?

Please use the scoring system to rate overall sustainability of your event

40+ GOLD
35-40 SILVER
30-35 BRONZE
0-30 REQUIRES IMPROVEMENT (if you have scored within this range, please consider what changes you could make to make your event more sustainable and repeat the self-assessment, or contact us for more information on how to reduce emissions from your event at climate@kingston.gov.uk .)

Based on your final score, please delete as appropriate:

My event's sustainability rating is:

GOLD 
SILVER 
BRONZE  or

**JUST STARTING OUR
SUSTAINABILITY JOURNEY** 


As a condition for the use of public space and land for events and festivals the Council **requires all event organisers to submit this sustainability self-assessment** following submission of your initial event enquiry form, and clearly demonstrate how you plan to reduce carbon emissions and promote carbon neutral activities at their event and festivals.

From 2024 all event organisers will be required to demonstrate sustainability improvements to their event.

Guidance on using the self-assessment - please see below:

Topic - e.g. promotion, waste etc.

 The 'tree icon' suggests this is a criterion for the self- assessment e.g. I will remove single use plastics from my event - this is what you will be assessing your event against


 The 'question mark' icon is for us - to explain why we would like you to do this

To work out your score, count your points based on your answer and insert them in the box below for each criterion:


Yes (1 point)


No (0 points)

Your score:

 The 'lightbulb' icon is where you can explain how you will comply with this requirement, or why it is not possible at this stage (we are very keen to hear your feedback!)

Planning the event

 **My event will adopt sustainability as one of core principles, and raise awareness about sustainability**

 Events are a great opportunity to raise awareness around sustainability and climate change. We would like to see more events with a focus on sustainability, or at least helping us to spread the message.

Yes (2 point)

Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **I will use sustainability as one of the main criteria for selecting my contractors/providers/stall holders etc.**

? Supply chains are usually a major source of emissions. Choose suppliers who are committed to sustainability - e.g. use electric vehicles, avoid single use plastics etc.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **I will take early steps to avoid and limit distribution of promotional gadgets and gifts (e.g. minimise the number and include eco-friendly criteria)**

? Promotional pens, badges and other objects are usually a great source of hard to recycle plastics. We would like to see only sustainable options on offer (paper calendars, bamboo pens etc.) or even better, none at all - use QR codes to link people to online material.

Yes (1 point)
No (0 points)

Your score:

💡 Please explain:

Sustainable Transport

🌳 **I will highlight places to lock visitors' bicycles**

? We would like events to be bicycle friendly. Please make sure you communicate to your visitors where they can lock their bikes.

Yes (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **Choose locations with good access to public transport, walking or cycling for your event.**

? Transport is one of the biggest sources of emissions. We would like all organisers to promote sustainable transport as a preferred way of getting to the event.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

Communication and promotion

🌳 **I will clearly communicate in promotional materials how to get to the event by using public transport, walking or cycling.**

? We would like to encourage residents to use sustainable transport whenever practicable.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **I will ask every visitor to bring their reusable water cup / bottle.**

? Plastic bottles should be a thing of the past! Please clearly ask your visitors to bring a reusable water cup / bottle. When selling other drinks, encourage bars to serve as many drinks on tap as possible.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌱 **I will give preference to online promotion rather than using paper for leaflets etc.**

? We understand certain audiences require paper because they may struggle with digital skills, please make sure you target the rest of your audience online (e.g. via social media)

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

Catering

🌱 **There will be a water fountain or drinking water source available for all visitors who will refill their cups / bottles rather than buy plastic ones.**

? Ideally, we would prefer no water sold on-site. Water refilling stations can be hired at various places, or some venues and locations have water outlets.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌱 **I will aim to have at least 1/3 of food options are vegan and vegetarian.**

? Eating more plant-based is an efficient way of reducing emissions. We would like to see vegetarian and vegan options at events.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 I will source local catering suppliers, and aim for my suppliers to source as much local produce as possible. Produce will be seasonal and organic as much as practicable.

? We know this can be difficult, and not always practicable.

Yes (1 point)
No (0 points)

Your score:

💡 Please explain:

Waste

🌳 I will explore using reusable cups, containers and plateware rather than single use, and if that is not possible or practicable, use compostable tableware with a secured composting route.

? Reusable cups, plates and takeaway containers are always the best from an environmental point of view so we are giving it the highest marks. We understand that it's not always practicable, please be assured that if you use compostables with a secured composting route, you are still doing an excellent job! Please see details at the end of this document on reusable and compostable options in Kingston and let us know if you need any help.

I will use reusable only (4 points)
I will use reusable & compostable and make sure the second gets composted (3 points)
I will use compostable and make sure it gets composted (2 point)
I will do some of the above (1 point)
I will do none of the above (0 points)

Your score:

💡 Please explain:

🌳 I will satisfy the 'recycling minimum' by allocating staffing resources to separate waste into 1. paper and cardboard; and 2. plastic bottles and cans.

? These waste streams are commonly recycled in the UK. Please ensure your waste provider recycles those streams rather than disposes of them with residual waste.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **Food waste will be recycled.**

💡 Food waste can be processed to create organic fertilizers and renewable energy. If it's not disposed of properly, it can become a large source of emissions.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **There will be recycling bins for all types of waste including compostable plateware and soft plastics if used.**

? There are companies, including those operating in Kingston, that are able to process those waste streams. Please let us know if you need help by emailing:
climate@kingston.gov.uk

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

🌳 **Volunteers or paid staff will be available to support the event throughout and provide guidance to visitors as to which bins to use for recycling. Recycling bins will be clearly signed and visually distinct from each other.**

? We know that unless there are people manning the stations and advising visitors on disposal, all efforts put into recycling may turn out fruitless. It is essential to make sure

different waste streams are separated. Bins also need to be clearly signed and distinct, however that alone doesn't guarantee their correct use.

Yes (4 points)
No (0 points)

Your score:

💡 Please explain:

🌳 **Food and drinks will not be served in any single-use plastics.**

? Plastics are made of fossil fuels and high in emissions. Plastic has been found in human blood, placenta, and the deepest parts of the ocean, it causes harm to wildlife and probably also compromises human health. Plastic pollution is set to increase unless radical action is taken.

Yes (4 points)
No (0 points)

Your score:

💡 Please explain:

🌳 **I will not use, and will ask all contractors not to use polystyrene as takeaway (single use) food containers.**

? Polystyrene must be avoided whatsoever as it's practically impossible to recycle.

Yes (2 points)
No (0 points)

Your score:

💡 Please explain:

🌳 **I will not use, and ask all contractors not to use composite materials - e.g. hot cup drinks lined with polyethylene plastic.**

? Most commonly used cups for hot drinks look like they are made of paper, but they are usually lined with polyethylene plastic which makes them very difficult to recycle. We would like you not to use these cups altogether, unless you secure a recycling route for them.

Yes (2 points)
No (0 points)

Your score:

💡 Please explain:

🌱 **I will not use, and ask all contractors not to use plastic/cling film on site.**

? We understand you cannot control items that have been packaged in single use plastic by the manufacturer. However we would like you to encourage your contractors not to use any new additional plastic/cling film unless this is being reused.

Yes (1 point)
No (0 points)

Your score:

💡 Please explain:

🌱 **Any food waste in good condition will be redistributed after the event**

? Events often end up with lots of unused food in perfect condition. Please ensure redistribution to prevent waste of food that could still feed families. Charities such as Fareshare and Felix Project are happy to collect food, there are also community fridges in Kingston that can be used for the same purpose.

Yes (2 points)
Partially (1 point)
No (0 points)

Your score:

💡 Please explain:

Power generation

🌱 **I will not use a diesel generator but an alternative, low emissions one (e.g. solar powered)**


? Diesel generators are very emissions heavy. Fortunately, it is possible to hire a low emissions PA system but we know they are not as widespread as they should be. SELCE offers a solar generator for hire <https://selce.org.uk/se-solar/solar-roller/>. For more info on sustainable power generation <https://blog.ecoflow.com/uk/best-solar-generators-for-events/>

We know it's not easy, and really appreciate your efforts!

Yes (1 point)

No (0 points)

Your score:

 Please explain:

Waste hierarchy for events

Option 1 - REUSABLE - The most preferred option for all events, however not always practicable for bigger events. Ask all providers to serve drinks and food in reusable (china, metal, reusable plastic etc.) drink and tableware and make sure people do not take them away from the site. Some companies offer tailor-made reusable cups for festivals etc. Reusable tableware can be hired from various places

Option 2 - COMPOSTABLE - The second most preferred option (can be combined with Option 1). You can ask all providers to serve drinks and food in compostable tableware, but it doesn't end up there. You also need to collect the rubbish as a separate waste stream, and arrange collection by a trusted provider.
Using paper - make sure it's not lined with plastic - is also considered compostable and it cannot be recycled with paper if it's contaminated with food waste
Other options - the only truly home compostable materials are sugar cane based (bagasse), palm leaves or other leaves based products. These can be composted at home and even if disposed of with general waste, they will not produce high emissions when incinerated for energy.
Vegware has produced a useful video on running zero-waste events
<https://www.youtube.com/watch?v=-OL6XjdOYDg>

Option 3 - RECYCLING

We understand that even if all efforts have been made to minimise waste by using reusable or compostable tableware, some remaining items may need to be recycled.