Item 6

10th November 2026

Glasgow City Council

Net Zero and Climate Progress Monitoring City Policy Committee

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Update: Sustainability and Biodiversity Guidance for Events

Purpose of Report:

To update Committee on the Year 3 Action Plan to introduce guidance and requirements to enhance sustainability and biodiversity measures for events in parks and open spaces.

Recommendations:

It is recommended that the Committee note the content of the report.

Ward No(s):	Citywide: ✓
Local member(s) advised: Yes · No ·	consulted: Yes · No ·

1. Background

1.1 Glasgow City Council published its revised Climate Plan in May 2026, setting out the Council's approach to achieving the joint city targets of net zero carbon by 2030 and to become a resilient city in the face of a changing climate. The revised Climate Plan is structured around 11 themed categories under which sit the key priorities for action to help us achieve our climate ambitions.

1.2 A key consideration in the city's journey towards net zero is the role that events play. Creating a sustainable events ecosystem will contribute to Glasgow's Net Zero Carbon ambition. Sustainability and biodiversity is a key feature in the Glasgow Events Strategy, the city's Tourism and Cultural Strategies and the Glasgow Sport and Physical Activity Strategy.

1.3 The City's commitment to achieving its 2030 Net Zero Carbon Target aligns strongly with the ambition of many of the national and international event owners and partners operating within the City.

2. Petition 2022

2.1 In January 2022, a petition was presented to the Wellbeing, Empowerment, Community and Citizen Engagement City Policy Committee with regard to 'Environmental and Biodiversity Risk assessment for use of Public Land'. The petition can be found here.

2.2 The petitioner requested that the Council review its approach to the granting of events specifically in relation to assessing and mitigating environmental and biodiversity impact.

2.3 The Council delivers on biodiversity through the implementation of the Glasgow Local Biodiversity Action Plan (LBAP). The most recent update to Net Zero and Climate Progress Monitoring City Policy Committee is available here.

2.4 The Council's response was also informed by its overarching commitment to climate action and community wellbeing. The integration of sustainability and biodiversity into event planning reflects a proactive approach that supports Glasgow's Climate Plan and ensures that public land is managed in a way that protects biodiversity, promotes sustainability, and reflects the values of its communities.

3. Sustainability and Biodiversity for Events in Parks Group

3.1 In support of mitigating the environmental and biodiversity impact of events held within council parks, the Sustainability and Biodiversity for Events in Parks group was established in September 2022. The group membership includes officers from NRS Events, Parks, Sustainability and Biodiversity services together with colleagues from Glasgow Life. The group's remit is to review the current processes and conditions of let which will reflect enhanced environmental and biodiversity conditions.

3.2 NRS Events manage the permission to use process which allows for events and activities to take place in the City's parks. This process enables GCC to attach specific conditions which the applicant is required to comply with.

3.3 These current conditions cover a wide range of issues such as health and safety, noise, traffic management and access rights. The full list of conditions may be found here.

4. Sustainable Glasgow Charter

4.1 The Sustainable Glasgow Charter sets out a series of commitments for organisations to help achieve the City's target of net-zero carbon emissions by 2030. The Sustainable Glasgow Partnership Board approved expanding the Charter in March 2026 to include reference to the running of events with the aspiration that this could help encourage more sustainable events across the City. The revised Charter was published during Glasgow's Climate Week in May 2026.

5. Benefits of the New Approach

5.1 A host city's commitment to sustainability in its widest sense has become a key priority for many event owners and can provide a competitive advantage for Glasgow to attract and secure future major events.

5.2 There is an opportunity as a host city to work with event owners to continue to innovate in the delivery of sustainable events and showcase Glasgow as a sustainable city to visit and work.

5.3 Showcasing our approach will further promote the city not only for events but to the wider tourist and business community.

5.4 This approach will bring with it enhanced opportunities to contribute positively to achieving our Net Zero Target.

6. Challenges of the New Approach

6.1 The cost of delivering events on behalf of the city is likely to increase with the new sustainability measures, this is in addition to the already significant increase in the cost of delivering events post-pandemic such as infrastructure hire and stewarding costs. The increase in budget pressure may impact the viability of events in their current form from major, large scale right through to smaller scale community events.

6.2 Transitioning to more sustainable event delivery introduces additional costs across several key areas. These include higher upfront investment in infrastructure, and eco-friendly materials and suppliers such as biodegradable and reusable catering suppliers and practices. Waste management costs and zero-waste planning. Transport and logistics may require electric or biofuel-powered vehicles. Finally, staff training such as sustainability workshops and educational materials also contribute to the overall resourcing costs.

6.3 While the adoption of sustainable practices in event delivery may result in increased initial expenditure, it is expected to generate long-term financial benefits and operational efficiencies. Investment in reusable infrastructure and energy-efficient technologies can reduce recurring costs over time, while improved waste management practices may lower disposal fees. Sustainable events also tend to attract broader public support and environmentally conscious audiences, which can contribute to increased attendance and stakeholder engagement. Importantly, early integration of sustainable measures helps future-proof events against evolving regulatory requirements and climate-related risks, supporting the long-term of the city's events programme.

7. Year One Progress: Sustainability and Biodiversity in Events

7.1 In April 2023, the Sustainability and Biodiversity Guidance for Events committee launched its intentions in the initial report, marking the first phase of a three-year plan. The focus was on engaging major event organisers whose activities have significant environmental and biodiversity impacts. This targeted approach allowed Glasgow City Council's NRS team to build internal expertise and pilot new sustainability measures.

7.2 Key achievements included:

- **Engagement with Major Organisers**: DF Concerts (TRNSMT at Glasgow Green), Bellahouston Park concerts, and ITISON (Botanic Gardens events) were involved in trials requiring detailed sustainability reporting.

- **Enhanced Reporting Requirements**:
  - Commitments across sustainability themes
  - Performance indicators
  - Net Zero targets and implementation plans

- **Biodiversity Conditions Piloted**:
  - Ecologist involvement throughout event lifecycle
  - Monitoring and reporting of ecological impacts
  - Mapping of protected habitat zones
  - Restrictions on lighting and sound placement

7.3 These learnings contained in the year one update report highlighted the development of new Conditions of Let for major events, now embedded in the permissions process including:

- **Environmental Plan Submission**: Due 28 days before the event, covering 8 sustainability themes and checklist.
- **Post-Event Summary Report**: Due 8 weeks after the event, reviewed by NRS and published publicly.
- **Preliminary Ecological Appraisal (PEA)**: Required only when the site is new, the previous PEA is over five years old, or the event plan changes significantly.

8 Year Two Progress: Sustainability and Biodiversity in Events

8.1 The year two priority was to engage with those event organisers whose events have a medium sustainability and biodiversity impact, through the scale and nature of their operation. **Medium-scale events are defined as those with a capacity between 5,000 and 20,000 attendees.** The revised conditions seek to mitigate environmental and biodiversity impact, such as energy use and waste management processes.

8.2 Key achievements included:

- **Engagement with event organisers** such as Regular Music, with concerts like Summer Nights on the Southside at Queen's Park and Glasgow Life, delivering flagship events including MELA, the World Pipe Band Championships at Kelvingrove Park and Glasgow Green were engaged to pilot reporting processes for medium-scale events

- **Using their feedback** to assist in shaping the development of information resources, particularly around themes such as the waste hierarchy and sustainable practices.

- **Developing biodiversity conditions** for medium events which included:

1. Reporting of the monitoring process/results
2. Mapping of GCC identified exclusion zones where habitats require to be protected when planning event layouts.
3. Site-specific restrictions in relation to placement/direction of lights or speakers.

9 Year 3 Progress: New Conditions of Let for Small Events

9.1 The sustainability and biodiversity conditions of let have been developed for integration into the permissions process for small events held in parks in 2026 onwards.

9.2 Guidance offers easy-to-follow, practical steps across the eight themes to help minimise resource use and reduce the environmental impact of your event.

9.3 Developed to be used as a reference point for event organisers to plan their event and inspire new ways to reduce their impact.

9.4 Under each of the themes in the document there are examples of things event organisers can do, as well as ideas for how to demonstrate the activity undertaken.

9.5 The main feedback generated from the consultation with small event organisers, included:

- The eight themes make sense
- Templates are easy to use and clear to understand
- Agree with allowing the use of bullet points as helps to support those who are less confident writers
- Using/understanding the ArcGIS map for checking sensitive wildlife areas is quite technical
- Some of the examples of potential sustainability actions/changes that are given in the Sustainability Guidance are beyond the budget of event organisers who are at the small community scale and working with a limited budget.

9.6 Changes made based on above feedback:

- Sustainability Guidance, 'Biodiversity' section:
  - Wording under the sub-heading "How to know where sensitive wildlife live:" was amended to provide further clarification on how to understand the ArcGIS map. Step-by-step instructions were added on how to

understand the map, as well as clarification of the fact that event organisers can reach out for support on this, including support from the GCC NRS Biodiversity team.

- Sustainability Guidance, 'Purpose of this document' section:
    - Clarification added and highlighted that we are aware that not all ideas given in the guidance document are achievable by all organisations due to potential budget limitations.

10 Wider context

10.1 Glasgow is one of the world's leading cities for environmental tourism and events. The city is ranked sixth globally and number one in the UK and Ireland among participating destinations in the 2026 Global Destination Sustainability Index. The rankings measure how destinations are making tourism, conferences and events more sustainable.

10.2 At a UK comparative level, the Green Events Code of Practice (GECoP) ran a pilot project which engaged 10 local authorities across England to test a consistent approach to assessing outdoor events against minimum environmental standards for the first time. Local authorities implemented GECoP with 60 outdoor events, reflecting a range of sizes (from large scale to community events), types (music, food, sports and other) and levels of maturity on sustainability. They also included a mix of events run by local authorities and third parties.

10.3 The participating local authorities were: Bristol City Council, Colchester City Council, Gloucester City Council, Leicester City Council, Liverpool City Council, Maldon District Council, Manchester City Council, Norwich City Council, Reading Borough Council and West Northamptonshire Council.

10.4 This pilot was not trialed in Scotland, however there is a great deal of alignment between our approach in Glasgow and the GECoP trials. As the Glasgow Sustainability and Biodiversity Guidance for Events is put into practice across all 3 levels, we would hope to see similar outcomes to those demonstrated through the GECoP trial, which were:

- Among participating events, 83% reported a better understanding of their environmental practice
- Local authorities reported better engagement with events and understanding of how local authorities can help events overcome particular challenges, as well as better engagement with internal local authority teams and exposure for sustainability teams
- There was a reported benefit of being part of a wider community taking climate action, understanding challenges better, with improved confidence.

- An assessment against minimum standards supports widespread adoption of environmental practices across the sector, complementing pioneer-level initiatives geared to larger scale events.

11 Next Steps

11.1 Conclude the final year of the three year Sustainability and Biodiversity for Events in Parks project, which will set out finalised, published guidance for event organisers.

11.2 Continue to investigate the availability of alternative energy sources for events based in parks and green space. This requires both funding and staff resource to progress. Discussions will continue with event providers to understand their energy requirements. The process set out within this report will enable information to be gathered and tracked on energy use to inform this area of work.

11.3 Publish the small scale event Conditions of Let which apply to events held in parks from 2026 onwards and adopt as business as usual.

11.4 Continue to support the action plan delivery of the Glasgow Events Strategy, Tourism Strategy and Cultural Strategy relative to events in parks.

12 Policy and Resource Implications

Resource Implications:

Financial:	*There are potential financial implications as noted in the report*
Legal:	*No new legal issues*
Personnel:	*No personnel issues*
Procurement:	*Procurement processes will be involved going forward but not related specifically with this paper*

Council Strategic Plan:	Specify which Grand Challenge (s) and Mission (s) the proposal supports. Where appropriate the relevant Commitment can also be listed. The plan supports the grand challenge: Fight Climate Emergency in a Just Transition to Net Zero.

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2025-29? Please specify.	n/a
What are the potential equality impacts as a result of this report?	No significant impact
Please highlight if the policy/proposal will help address socio-economic disadvantage.	n/a

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify:	The proposal supports the overall implementation of the city's Climate Plan, including its vision for a fairer, greener and healthier city.
What are the potential climate impacts as a result of this proposal?	The proposal seeks to address the climate and ecological emergency by encouraging event providers to consider their impact and take action towards making positive contributions to the overall city's action to address global climate change.
Will the proposal contribute to Glasgow's net zero carbon target?	Yes the proposal will contribute through requiring event providers to understand and reduce their emissions.

Privacy and Data Protection Impacts:

Are there any potential data protection impacts as a result of this report:	No

13 Recommendations

13.1 It is recommended that the Committee note the content of the report.

Appendix 1

Guidance for Sustainability in Events

Practical ways to reduce your environmental impact

Sustainability and Biodiversity for Events in Parks

For small-scale events (2000 - 5000 attendee capacity)
Part of the GCC Conditions of Let for Sustainability and Biodiversity for Events in Parks

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1. Purpose of this guidance

This guidance offers easy-to-follow, practical steps across the eight themes (that are part of the Sustainability and Biodiversity Conditions of Let) to help minimise resource use and reduce the environmental impact of your event. It can be used as a reference point for event organisers to plan their event and inspire new ways to reduce the impact of your event and activities.

Please note: There are a wide range of ideas provided in this guidance document and the cost to do them will vary, although many changes can be made with no or minimal cost. You do not have to achieve all the ideas given all at once; use them as ideas for changes that you could make over time to reduce the negative impact of your event.

2. Background

Glasgow declared a climate and ecological emergency in 2019. In 2021, Glasgow's Climate Plan was created to provide a vision for the city, demonstrating leadership in drawing together the collective action of other agencies, businesses, and communities from across the city to help us achieve a 2030 net zero carbon target. You can find the Climate Plan online at: https://www.glasgow.gov.uk/climateplan.

The Climate Plan outlines how the city and its people will come together to tackle the challenges of the global climate and ecological emergency and looks to ensure that the actions undertaken will help to deliver a healthier, more equitable and resilient city.

We need everyone to work together to help us take positive climate action. Events provide an opportunity to raise the profile of positive climate action and play a part in reducing emissions.

3. The Themes

The 8 themes that are part of the Sustainability & Biodiversity Conditions of Let have been chosen to make sure that the most important environmental issues have been thought about when planning and running events.

Under each of the themes in this document you will find examples of things you can do. You will find ideas for how to demonstrate your activity in the Environmental Plan report template.

If you have any questions or feel like you would like any support then please email us at NRSevents@glasgow.gov.uk.

Theme 1: Biodiversity



Scotland faces an unprecedented nature-climate crisis. There is mounting evidence that Scotland continues to experience dramatic declines in biodiversity. It is therefore vital that at a local level in Glasgow, we protect and enhance biodiversity across our parks and greenspaces.

1.1 - As part of your event layout plan, think about the following things, and where appropriate, consider adding these to your event layout plan:

- Make sure you don't plan to hold your event too near to places where sensitive wildlife live.
- Make sure that you leave a big enough gap between rivers/streams and your event activities.

You can either explain areas you have avoided, or draw it on your event plan.

How to know where sensitive wildlife live:
There is an online map that is marked with different colours. The different colours will help to tell you the places where sensitive wildlife will live. We have provided step-by-step instructions below to help you use and understand the map.

Understanding the map:
The map is marked with different colours. Table 1 (underneath these instructions) explains what these different colours mean.

1. Click on this link to view the map then follow the rest of these instructions.
2. Close the first screen the map shows you, and then close the menu that is automatically on the right hand side of the page.
3. Zoom into the map and move it to find the park where your event is held. To move the map after you have zoomed in, click and drag it.
4. Once you have found the correct park, look at the colours that cover the park and compare them to the colours in Table 1 (below) to see if any of the colours/patters match. If it does match then this means that it is an area where sensitive wildlife lives.
5. **If your event is near one of these areas then you must either:**
    a. Set your event back from these zones:
    b. Consider running small events in a way that is very low impact, such as: no generator, no lighting, no amplifier, low attendance numbers, minimising litter-generating activities and making arrangements for all litter to be removed from the event area (including litter picking)

Table 1. Area markings on this map that are places where sensitive wildlife live

Areas of the map marked with this colour/pattern….	…means that the area is a:
	a green corridor

	an ancient, long-established or semi-natural woodland
	a city-wide Site of Importance for Nature Conservation (SINC)
	a local Site of Importance for Nature Conservation (SINC)
	a Site of Special Scientific Interest (SSSI)
	a local nature reserve

Have a question about this?
We understand you may need further support to understand how your event may affect sensitive wildlife or whether you need to make any changes. If you have any questions then please email the NRS Events team at NRSevents@glasgow.gov.uk. We will be able to provide you with the support you need, including from the Biodiversity team.

How big a gap do I need to leave between our event activities and rivers / streams?
Leave a minimum of 10 metres between your event activities and bodies of water such as rivers or streams.

Who do I contact if I have questions about protecting biodiversity during my event?
Email NRSEvents@glasgow.gov.uk and your question we will get back to you with an answer.

1.2 - Write about how your event could affect wildlife and how you are working to make sure they are not harmed. Think about:

- Whether event activities are near where wildlife might live, such as ponds or woodland. This is even more important when the wildlife is a protected species.
- What season your event is being held in
- The volume, direction, and location of lighting and sound
- The effects of events activities that happen in the evening or at night.

Ways to protect wildlife include:

What	How
Protecting habitats	Avoid protected areas and sensitive habitats and species
Reducing the lighting impact on habitats	Separating habitats or features from lighting by forming a dark perimeter around them, called dark buffer zones
	Prioritising luminaires lacking in UV elements and avoiding metal halide or compact fluorescent sources
	Using LED luminaires
	Adopting a warm white light source (ideally 2700 Kelvin or

	lower)
Protecting water-based habitats	Consider use of buffer zones between event circulation and any water courses.
Best practice	Ensure best practice by regularly monitoring your activities across the set-up, actual event, and de-rig.

How do I know where wildlife might live?
Wildlife will live in any of the areas on this map that have the markings explained in Table 1 above. If you have any questions about this then please get in touch with us at NRSEvents@glasgow.gov.uk.

How do I know if the wildlife is a protected species?
Check the list in Table 1 under the 'Where to expect protected species' heading in this link: *Protected species and development: advice for local planning authorities (*UK Government). Using the same link, under the 'When to survey' heading, Table 2 shows the most appropriate time to survey for the presence of protected species.

If you have any further questions then please get in touch with us at NRSEvents@glasgow.gov.uk.

How could my event activities affect wildlife depending on the season / why does the season matter?
What season your event is being held in because this will make a difference to how much it will affect wildlife. Disruptive noise, light, and crowds can stress animals, reduce their ability to find food, and cause them to flee their homes (which puts their lives at risk).

- **Breeding and Nesting Seasons:** Events can have a significant impact on breeding. If an event is held between March and August, which is when animals are breeding, it can disturb nesting birds and mating mammals, leading to abandoned nests or young.
- **Impact on nighttime creatures:** Loud noise and bright lights significantly impact nighttime creatures including reducing ability to hunt and making them less likely to be able to hear predators.

How does sound and light impact wildlife?
Sound and light pollution can significantly disrupt wildlife. Therefore the volume, direction, and location of lighting and sound all make a difference. Sound and light can impact wildlife in many ways including the following:

- **Artificial light at night:** can cause confusion for the creatures which can have deadly impacts, can impact the survival of nighttime creatures (see below).
- **Noise pollution:** noise can cause stress, hide mating calls, hide predator sounds, and cause animals to abandon their homes.

How are night creatures (e.g. bats / owls) are affected by lighting?
Events or activities held in the evening or at night can have a significant impact on the

kinds of wildlife that are only awake at night such as bats and owls. It can affect their lives in many ways including:

- reducing their ability to hunt for food
- reducing their ability to find their way about correctly
- reducing their chance of survival because they become more exposed to predators
- reducing successful mating which then will impact the number of creatures that are born, reducing overall population numbers

Theme 2: Transport

Transport is the largest emitting sector of greenhouse gas emissions, producing 26% of the UK's total emissions in 2021.



Planning your event effectively will reduce the transport emissions from your event.

2.1 - How will you make sure that the pollution from delivery vans and suppliers is kept as low as possible?

Ideas for how to lower the pollution from delivery vans and suppliers include:

What	How
Reducing the impact of operational activities	Review your operational activities to reduce transport emissions: • remove any non-necessary miles driven • hire electric or hybrid vehicles • train drivers in eco-driving
Reducing the impact of deliveries	Wherever possible, minimise the travel distance of deliveries and collections by: • Consolidating deliveries • Using local suppliers
	Use low or zero-emission transportation for deliveries e.g. electric or hybrid vehicles, cargo bikes

2.2 - Tell us about the ways that you encourage your staff, volunteers, and attendees to travel using more environmentally-friendly transport options such as car sharing, public transport, cycling or walking/wheeling.

Ideas for ways to encourage using more environmentally-friendly transport options include:

What	How
Offering and promoting sustainable travel alternatives	Encourage sustainable travel alternatives for attendees and staff to reach the venue. Sustainable travel alternatives include public transport, walking, and cycling. Encourage staff and attendees to use public transport (e.g. through an email or by displaying information on your website), walk or cycle to the venue. Consider engaging with local transport operators as they may be able to provide discounted travel deals.
	Promote bike parking (e.g. ensure visitors are aware of the closest bike parking site).
	Offer secure bike parking on site.

	Encourage carpooling rather than single-occupancy car journeys.
	Promote travel routes that minimise environmental impacts and disruption to communities.

Theme 3: Energy

Energy is essential for any outdoor event, powering everything from stage lighting and audio systems, to traders' stalls and backstage activities.



However, event organisers can save money and reduce emissions by improving energy efficiency and cutting down on consumption.

3.1 - Explain how you will work to save energy.

Ideas for ways to save energy include:

What	How
Minimising energy consumption	Make sure generators are not left running when they are not being used, and that they are switched off when not needed.
	Use timers to switch off equipment that is not needed for a long period of time.
	Train staff, volunteers, and traders to follow energy reduction approaches and use energy responsibly.
	Maximise natural light only using artificial lighting where and when it is required
Increasing energy efficiency	Use energy efficient equipment e.g. LED lights, rechargeable batteries for microphones and stage equipment.
Considering your electricity source	Where electricity use is required, choose the most sustainable energy source possible e.g. hybrid or hydrogen generators
Conducting an energy assessment	Conduct an energy assessment (heating and lighting), record your findings and consider suitable alternatives for operational improvements (i.e. what type of equipment is really needed)
Offset of remaining emissions	Consider using a certified scheme to sequester (offset) any remaining emissions

3.2 - Explain how you will work with your suppliers to see if they can reduce the amount of power they use.

Ideas for reducing power use through your suppliers include:

What	How
Choosing suppliers who work to reduce energy usage	Choose to use suppliers who have a policy of using energy efficiently and reducing energy usage wherever possible
Conversations with	Hold discussions with your current suppliers to discuss ways

your current suppliers	that they can reduce the amount of power they use or need

Theme 4: Materials and waste



As an event organiser, you are expected to collect, store, recycle, and dispose of your waste properly. Disposing of waste via landfill produces emissions and can release pollutants into the surrounding environment. So we want to reduce the amount of waste going to landfill.

By effectively planning waste management for your event, you can reduce the amount of waste sent to landfill, reduce emissions and conserve natural resources; this may even lead to cost savings.

4.1 - Explain the types of recycling bins you will have at your event for staff, volunteers and attendees to use and how these are labelled.

Ideas for successful use of recycling bins include:

What	How
Recycling waste streams	Provide a sufficient number of recycling bins across the site for both: • front-of-house (for attendees) • back-of-house (for use by traders, staff and volunteers)
	Provide a sufficient range of recycling bins across the site to separate general waste from recycling (cardboard, paper, plastic, metal, glass, compost).
	Consider carrying out a recycling litter pick after the event.
Education	Educate and train staff, volunteers, suppliers and traders on how to separate waste and dispose of food waste. Consider using online or in-person training.
Communication	Make sure the bins are easy to see and can be spotted from any location at the event.
	Label the bins clearly and communicate what goes where, by adding a sign on top of each bin: • Use common or easily recognisable signs. • Keep the messaging clear (e.g. say “cans”, not “mixed metal”) • Avoid saying “mixed recycling”, Instead, add a description of the items that can be disposed e.g. “plastic, paper and glass”

The Sustainable Materials and Waste Management Toolkit (Vision for Sustainable Events) provides information and resources on sustainable waste management, including on engagement and communication.

4.2 - Explain how you will follow the waste hierarchy when setting up and running your event.

Ideas for applying the waste hierarchy to your event include:

What	How
Apply waste	Use waste hierarchy principles to plan the management of

hierarchy principles to the planning and management of your event	waste at your event. An explanation of the waste hierarchy can be found below.
Using sustainable materials	Aim to prioritise sourcing sustainable materials, such as: • Fairtrade and organic T-shirts printed with water-based inks or other sustainable materials • Wood and paper products from a certified sustainable source (e.g. FSC)
	Where appropriate, hire and re-use equipment instead of buying it.
Donating	Donate unused food and materials at the end of the project for re-use by others. This can include via local or national charities (e.g. FareShare), local community projects, or redistribution apps such as Too Good To Go, or Olio.
	If you need to dispose of working equipment, donate it e.g. to another organisation, a community group, or a local charity.

The 'Waste Hierarchy' (Figure 1) ranks waste management options in order of how good they are for the environment with the best option always being to preventing waste in the first place.



Figure 1. The waste hierarchy – which lists the most preferable option at the top, and the least preferable option at the bottom *(Taken from: Sustainable Materials and Waste*

Management Toolkit, Vision for Sustainable Events 2025)

Following the waste hierarchy means that you are committed to:

1. **Prevent:** Preventing waste from being generated in the first place, by using less materials when planning and developing our events.
2. **Re-purpose and re-use:** Re-purpose and re-use items by using them in other events or by donating them to charities and community projects.
3. **Recycle:** Recycling as much as possible and turn items into new products and materials, by giving our staff and attendees the necessary information and equipment to recycle properly.
4. **Responsible disposal:** Disposing of waste responsibly and avoiding, whenever possible, landfill. If options 1-3 are not possible, then consider working with a waste contractor to recover energy from waste through anaerobic digestion or similar processes. Aim to only dispose of waste (e.g. to a landfill or incinerator) as a last resort.

For 'other recovery' in the diagram above (Figure 1), note that if Glasgow City Council collects the (non-recyclable) waste from your event then it will fit into this category. It will be sent to the Glasgow Recycling and Recovery Centre (GRREC) includes some of these processes.

Theme 5: Water



Scotland's water supply faces challenges from rising demand and climate change.
Treating drinking water requires a lot of energy.
It is therefore important to minimise water wastage and unnecessary use of drinking water.

4.1 - Explain whether you will have any water refill points at your event and if you do, how you will encourage people to use them.

Ideas for successful water refill points include:

What	How
Reducing emissions from the transport of water	Work to reduce bottled water (in single-use plastic bottles) by positioning water refill stations across the site.
	Erect clear signs so attendees, staff and volunteers can easily find water refill points.
	Communicate to attendees in advance that there will be water refill point and where possible, encourage them to bring their own bottle to refill.
	If possible, use mains water and sanitation rather than shipping water and removing waste from site.
	Where possible, make reusable cups or bottles available.

4.2 - Explain how you will try and not waste water when setting up and running your event.

Ideas for ways to save water include:

What	How
Reduce the amount of water that is wasted	Use water efficient taps to reduce the amount of water wasted e.g. timed taps, aerated taps etc.
	Aim to reduce the amount of water wasted via toilet flushing by using toilets that are either: • waterless (e.g. composting toilets) • water efficient • have a dual-flush
	Regularly check for leaks by taking site walk-rounds and train staff to spot leaks.
Re-use water	Encourage traders to re-use grey water and use non-potable water to clean hard ground surfaces.

Theme 6: Food and drink



Food production and food waste have a significant environmental impact, requiring large amounts of water, land, and energy. When food is sent to landfill, it decomposes and produces methane, a potent greenhouse gas.
As an event organiser, you can minimise these environmental impacts through considered planning and purchasing decisions.

6.1 - Explain how you will try and reduce the amount of waste that can't be easily recycled (i.e. things that have to go in the general bin) during the catering of your event.

Ideas for reducing catering waste include:

What	How
Reducing emissions, material use, and waste	Reduce packaging impact by minimising packaging, e.g.: • eliminate single-use packaging, such as plastic bottles, condiment sachets, milk pots. Instead use re-usable alternatives such as reusable cups, jugs or dispensers • introduce compostable packaging and cutlery (or recyclable, however often this is not recyclable if it has food remnants on it)
	Minimise food waste where possible.
	Re-purpose leftover edible food, for example: • Donate non-perishable food to a local food bank • Arrange to donate perishable food to a relevant organisation who can redistribute foods/meals on the day • Work with waste contractors that are licensed to collect organic waste (compost) for onward processing e.g. composting or anaerobic digestion

Note that compostable cups made from 'PLA' (usually made from cornstarch or sugarcane) have pros and cons that should be considered:

- **Pros:** they are not made of plastic and can be industrially composted
- **Cons:** because they look like normal plastic cups, people often automatically put them in the plastics recycling bin rather than the compost bin, which can contaminate the plastics bin meaning that neither recycling (of the plastic) or composting (of the PLA cups) happens.

6.2 - How will you reduce the environmental impact of the food and drink that is provided at your event?

Ideas for reducing the environmental impact of the food and drink include:

What	How
Sourcing more	Encourage traders to use seasonal produce

sustainable produce	Encourage traders to: • reduce the number of meat and dairy options offered on menus across the event • increase the number of vegetarian, vegan, and healthy options offered on menus across the event
	Encourage traders to source locally grown or locally made food and drink.
	Encourage traders to use and promote produce that is: • organic • free-range • fairtrade • meets recognised quality assurance standards e.g. Red Tractor, MSC etc. • meat is from outdoor-reared animals
Communication	Communicate sustainable food options to customers by highlighting them on menus.
	Encourage suppliers and staff to follow waste reduction practices.
	Provide information to help caterers to source food and drinks that meet your minimum standard.

Theme 7: Procurement



Sustainable procurement can ensure value for money and quality for the event organiser, as well as potential positive environmental impacts.

7.1 - How have you tried to use local suppliers when buying products or services to reduce the impact on the environment?

Ideas for considering using local suppliers include:

What	How
Considering local suppliers	Use local food and drink suppliers and traders
	Use local services such as printers of promotional material printers
	Hire local staff and use local volunteers

7.2 - Explain how you have spoken to your suppliers/contractors about making their service more environmentally friendly

Ideas of the types of conversations you can have to make services more environmentally friendly:

What	How
Setting expectations	Communicate your expectations to your suppliers and traders.
Checking the environmental values of your suppliers	Ensure your suppliers have an environmental policy.
	Check that your suppliers have an environmental certification, for example, membership of the Green Tourism Business Scheme, or ISO14001.
	Tell suppliers on your environmental aims and check whether sure their values match yours before signing a contract.
Discussions on reducing emissions from transport and catering	Speak to traders to discuss using local suppliers or producers of food and drink.
	Speak to food traders about increasing the number of healthier and vegetarian or vegan options on menus.
Discussions on waste prevention and reduction	Speak to food traders to discuss options to use more environmentally friendly food and drink packaging.
	Speak to suppliers and contractors/staff about following waste reduction practices.
Conversations to reduce energy usage	Hold discussions with your current contractors, traders and suppliers to discuss ways that they can reduce the amount of power they use or need

Theme 8: Communication



Communication is key to the success of your event. No matter the size, every event needs to engage with its audience, whether through marketing to potential attendees or keeping everyone informed throughout the event.

8.1 - How will you tell your attendees about your environmentally-friendly activities and successes?

Ideas for successful communication with your attendees include:

What	How
Communication of your environmental activities	Communicate and promote your environmental commitments to attendees and encourage best practice.
	Consider using different communication channels to reach your audience e.g. digital media (such as apps, newsletters, and social media) or physical signage at the event.
	Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other 'sustainable' landmarks.

8.2 - How will you try to reduce the amount of waste made when you promote your event?

Ideas for reducing the amount of waste during promotion of your event include:

What	How
Prevention of waste	Prioritise the use of e-tickets and other online resources.
	Discourage attendees from printing the tickets.
	Avoid using difficult-to-recycle materials for event materials (e.g. signs, stands, banners, lanyards).
	Don't use plastic-coated laminates for signage or ID.
	Always print double-sided
	Work with sponsors to: • minimise the use of giveaways • ensure giveaways use sustainable materials.
Re-use of materials	Re-use promotional materials.
	Avoid adding dates or other details to banners and signs so that they can be re-used.
Use of sustainable materials	Use only recycled, sustainably sourced, un-chlorinated and uncoated paper/card for flyers, posters and merchandising.
	Print using only water-based ink.
	Use lanyards and wristbands made of sustainable materials.

Appendix 2.

Environmental Plan Template (pre-event)

For small-scale events (2000 - 5000 attendee capacity)
Part of the GCC Conditions of Let for Sustainability and Biodiversity for Events in Parks

Date:	
Organisation name:	
Your name:	
Your role/position:	

Event details:	
Event name:	
Event start date:	
Event finish date:	
Event location:	
What is the capacity of your event?	
Short description of your event:	

Comments (optional):

Please submit your Environmental Plan to GCC NRS (nrsevents@glasgow.gov.uk) 28 days before the event.

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1. Introduction

The 8 themes used in this plan (and the post-event summary report template) have been chosen to make sure that the most important environmental issues have been thought about when planning and running events.

This Environmental Plan Template provides space for you to write your answers. If you complete this form then you will have done all the points that are listed in the 'environmental plan checklist' in the Sustainability & Biodiversity Conditions of Let.

2. Environmental Plan for your event

In your Environmental Plan (this document) you should explain the ways that your event will try to be environmentally-friendly by filling in the spaces provided under each theme and question. If you complete this form then you will have met all the points in the pre-event 'environmental plan checklist' that are within the Sustainability & Biodiversity Conditions of Let.

There is an extra document called "Guidance for Sustainable Events" that gives you examples of things you can do under each of the themes. This should help you think of ideas. If you have any questions or feel like you would like any support then please email us at NRSevents@glasgow.gov.uk.

You can use bullet points when you are writing your answers if you would find this helpful.

Theme 1: Biodiversity



1.1 – Explain how, when creating your event layout plan, you have made sure that: • Your event won't be too near to places where sensitive wildlife live. (Please check the "Guidance for Sustainable Events" document for information on how to know where these areas are.) • Your event leaves a big enough gap between rivers/streams/ponds and your event activities.

1.2 - Write about how your event could affect wildlife and how you are working to make sure they are not harmed. Think about: • Whether event activities are near where wildlife might live, such as ponds or woodland. This is even more important when the wildlife is a protected species. • What season your event is being held in because this will make a difference to how much it will affect wildlife. For example, if an event is held between March and August, which is when animals are breeding, it's more likely to harm wildlife. • The volume, direction, and location of lighting and sound because this can impact wildlife when it is near to where they live. • The effects of events activities that happen in the evening or at night. This can affect the kinds of wildlife that are only awake at night such as bats and owls.

Theme 2: Transport



2.1 - How will you make sure that the pollution from delivery vans and suppliers is kept as low as possible?

2.2 - Tell us about the ways that you encourage your staff, volunteers, and attendees to travel using more environmentally-friendly transport options such as car sharing, public transport, cycling or walking/wheeling.

Theme 3: Energy



3.1 - Explain how you will work to save energy. For example: • Make sure generators are not left running when they are not being used, and that they are switched off when not needed. • Use energy-efficient equipment (such as LED lights and microphones that are powered by batteries).

3.2 - Explain how you will work with your suppliers to see if they can reduce the amount of power they use.

Theme 4: Materials and waste

4.1 - Explain the types of recycling bins you will have at your event for staff, volunteers and attendees to use and how these are labelled.

4.2 - Explain how you will follow the waste hierarchy (please see the sustainability guidance for an explanation of what this means) when setting up and running your event.

Theme 5: Water



4.1 - Explain whether you will have any water refill points at your event and if you do, how you will encourage people to use them.

4.2 - Explain how you will try and not waste water when setting up and running your event.

Theme 6: Food and drink



6.1 - Explain how you will try and reduce the amount of waste that can't be easily recycled (i.e. things that have to go in the general bin) during the catering of your event.

6.2 - How will you reduce the environmental impact of the food and drink that is provided at your event?

Theme 7: Procurement



7.1 - How have you tried to use local suppliers when buying products or services, instead of international-based companies?

7.2 - Explain how you have spoken to your suppliers/contractors about making their service more environmentally friendly

Theme 8: Communication



8.1 - How will you tell your attendees about your environmentally-friendly activities and successes?

8.2 - How will you try to reduce the amount of waste made when you promote your event?

Appendix 3.

Summary Report Template (post-event)

For small-scale events (2000 - 5000 attendee capacity)
Part of the GCC Conditions of Let for Sustainability and Biodiversity for Events in Parks

Date:	
Organisation name:	
Your name:	
Your role/position:	

Event details:	
Event name:	
Event start date:	
Event finish date:	
Event location:	
What is the capacity of your event?	
Short description of your event:	

Comments (optional):

Please submit your Summary Report to Glasgow City Council NRS Events (nrsevents@glasgow.gov.uk) 8 weeks after your event.

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Summary Report for your event

Your Summary Report (this document) is where you can explain how your environmental activities went.

If you complete this form then you will have met all the points in the 'Summary report requirements checklist' that are within the Sustainability & Biodiversity Conditions of Let.

You can use bullet points when you are writing your answers if you would find this helpful.

Theme 1: Biodiversity



1.1 - Share what you did to protect nearby wildlife and their homes, including what worked well.

1.2 - Share what you learned along the way that will help you to do better next year.

Theme 2: Travel and transportation



2.1 - Write a simple summary of what you did to help the environment under this theme.

2.2 - Share what you learned along the way that will help you to do better next year.

Theme 3: Energy



3.1 - Write a simple summary of what you did to help the environment under this theme.

3.2 - Share what you learned along the way that will help you to do better next year.

Theme 4: Materials and waste



4.1 - Write a simple summary of what you did to help the environment under this theme.

4.2 - Share what you learned along the way that will help you to do better next year.

Theme 5: Water



5.1 - Write a simple summary of what you did to help the environment under this theme.

5.2 - Share what you learned along the way that will help you to do better next year.

Theme 6: Food and drink



6.1 - Write a simple summary of what you did to help the environment under this theme.

6.2 - Share what you learned along the way that will help you to do better next year.

Theme 7: Procurement



7.1 - Write a simple summary of what you did to help the environment under this theme.

7.2 - Share what you learned along the way that will help you to do better next year.

Theme 8: Communication



8.1 - Write a simple summary of what you did to help the environment under this theme.

8.2 - Share what you learned along the way that will help you to do better next year.