

VICTOR KHANYE LOCAL MUNICIPALITY



DISASTER MANAGEMENT

SAFETY MANAGEMENT AT EVENTS BY-LAW

VICTOR KHANYE MUNICIPALITY

SAFETY MANAGEMENT AT EVENTS BY-LAW

PURPOSE AND OBJECTIVES

To provide for the management and regulation of events within the jurisdiction of the Victor Khanye Municipality; to provide for the enforcement of this By-law; and to provide for matters incidental thereto;

PREAMBLE

WHEREAS Victor Khanye Municipality recognizes that the hosting of events is a significant part of its competitiveness strategy and acknowledges that events have an important role to play in enhancing cultural and social cohesion in communities, support urban rejuvenation and economic growth;

WHEREAS Victor Khanye Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

WHEREAS Victor Khanye Municipality wishes to support the co-ordination and collaboration between all role- players, to promote partnerships and to enhance the effects of events within the area of jurisdiction of the municipality, including environmentally sensitive areas;

WHEREAS the Victor Khanye Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between all internal services and external services, for example; Municipal Health Services, Municipal or Provincial Traffic and SAPS.

WHEREAS the Victor Khanye Municipality recognizes, in terms of the **Safety at Sports and Recreational Events Act, 2010 (Act 2 of 2010)**, that the physical well-being, safety and rights of all persons attending sports, recreational, religious, cultural, exhibitional, organisational or similar events as well as the safety of their property at stadiums or other venues and in the case of a race, tour or procession along a route must be promoted and protected and wants to ensure that events happen safely and securely in a coordinated manner within the Victor Khanye Municipality;

Victor Khanye Municipality, by virtue of the powers vested in it by **Section 156 (2) of the Constitution of the Republic of South Africa, 1996** as amended, read with **Section 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)**, has made the By-law set out below:-

In this By-law, words used in the masculine gender include the feminine;

All singular meanings shall include the plural interpretation and vice versa;

The English text shall prevail in the event of an inconsistency between the different texts, and unless the context otherwise indicates;

AND NOW THEREFORE, BE IT ENACTED by the Victor Khanye Municipality, as follows: -

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VICTOR KHANYE MUNICIPALITY : SAFETY MANAGEMENT AT EVENTS BY-LAW

CHAPTER 1

DEFINITIONS AND APPLICATION

1. Definitions

In this By-law: unless the context otherwise indicates:-

“Authorized official” means any peace officer authorized in terms of section 334 of the Criminal Procedures Act, 1977 (Act 51 of 1977), as amended, or any employee of the Municipality, authorized to enforce the provisions of this By-law;

“Council” means the Council of the Victor Khanye Municipality or any political structure, political office bearer, councilor or any staff member acting under council's delegated or sub-delegated authority;

“Event” -

- (a) A sporting, recreational or entertainment event, including live acts, held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue;
- (b) An educational, cultural or religious event;
- (c) A business event including marketing, public relations and promotional, or exhibition events;
- (d) A charitable event, including any conference, organizational or community event;
- (e) Filming which is of such nature that it may have an impact on vehicular or pedestrian traffic or may attract crowds, or;
- (f) Hosted at a stadium, venue or along a route or within their respective precincts.
- (g) Any other gathering of persons which the municipality may regard as an event.

“Events Committee” Also known as the Joint Operations Committee (JOC), As stipulated in section 15 (3) of the Act and means a committee represented by officials from affected Municipal departments who meet on an ad hoc basis to consider event applications and ultimately make recommendations to the event coordinator;”

“Event Permit Officer” means the Municipal Manager or any other official delegated by him;

“Event Organizer” an event organizer, in relation to an event, is any person or legal entity who plans, is in charge of, manages, supervises, holds an event and / or sponsorship rights to or in any manner controls or has a material interest in the hosting of an event and includes any person who holds himself / herself out to be and / or conducts himself / herself in a manner which may be reasonably equated to the activities of an event organizer, provided that such person shall be at least 18 years of age, and possess the necessary capacity, resources and events related experience to organize and host an event;

“Law Enforcement Officer” (includes Peace Officer), includes officials of the Municipality involved in Law Enforcement, Security Services, Traffic Services Divisions (Municipal and Provincial) and the South African Police Services;

“Municipality” means the Victor Khanye Municipality and includes reference to any duly delegated and / or appointed officials and / or service or service providers in terms of service level agreements with the Municipality;

“Municipal Manager” means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

“Permit” means a risk categorisation and approval permit issued for the holding of an event in terms of section 5(3);

“Public Place” means-

- (a) Any public land, square, public swimming pool, public recreation site, zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, lake, dam or river;
- (b) Any public building, structure, hall, room or office including any part thereof and any facility apparatus therein, which is the property of, or possessed, controlled or leased by Victor Khanye Municipality and to which the general public has access, whether on payment of admission fees or not;
- (c) Subject to the provisions of any National or Provincial Environmental law including any ordinances or parts thereof not repealed; the National Environmental Management Act (NEMA); the National Environmental Biodiversity Act (NEM:BA); the National Environmental Protected Areas Act (NEM: PAA) including any promulgated Rules, Regulations, Norms and Standards; any amendment thereto published in the Government Gazette; including the constitution of the designated Authority in respect of the protected area and the recommendations of the officially appointed Advisory Board; a nature conservation area including – (i) nature reserves; (ii) protected natural areas; (iii) Any nature conservation worthy areas; (iv) natural open spaces;

“Purpose Built Venue” means any building, structure, or premises, specifically built, zoned and suitably equipped as a venue for the holding of specific events;

"safety certificate" means a certificate referred to in section 7 of the Act regarding the safety of a stadium or venue for holding an event or determining the safe spectator capacity of a stadium or venue and the level of risk of the event that may be hosted at a stadium or venue or issued in respect of a high-risk event;

“safety and security plan” means the safety and security plan referred to in section 16(1)(b) of the Act providing for the coordination of the functions of the role-players involved in the provision of safety and security at an event;

“Stake Holder” includes any person, organization or body who is affected or has a role to play in the management or holding of an event;

“safety officer” means a person appointed in terms of section 4(4)(a) to assist with the planning and oversight of safety and security measures at an event;

"security officer" means a security officer as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);

"security service" means a security service as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), rendered at an event;

"spectator" means a member of the public who is an attendee or part of an audience at an event held at a

stadium, venue or along a route or within their respective precincts;

“stadium” means an enclosed or semi-enclosed structure which consists of seating for spectators and a field of play or a permanent or temporary podium or other area within the structure reserved for the purpose of hosting events, which has a safe seated or standing spectator capacity of at least 2000 persons as certified by a local authority.

“This By-law” includes the schedules hereto;

“Venue” means any open space, enclosed or semi-enclosed temporary or permanent structure where an event is proposed-

- (a) within which a temporary or permanent structure may be erected, where an event is to be hosted; and
- (b) which, for the purpose of any categorization, designation and certification of an event may consist of
 - i. Seating for spectators, attendees or an audience; or
 - ii. A field of play or a permanent or temporary podium or other area within a venue, reserved for the purpose of hosting an event; or
 - iii. Purpose-built venue, built and suitable for the holding of specific events;

“Venue Owner” means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events;

“VOC” means venue operation centre contemplated in terms of section 17 of the Act where the entire safety and security is operated in respect of an event at a stadium, venue or along a route is coordinated.

“VOC commander” means the authorised member of the South African Police Service who is in charge of the VOC or police official designated in terms of section 17 to be in charge of the VOC;

2. Application of this By-Law

- (a) This By-law applies to any event held within the area of jurisdiction of Victor Khanye Municipality, including events held on both private land and public places, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on resources of the Municipality and the surrounding community
- (b) This By-law does not apply to: –
 - 1) Actions falling under the provisions of the Regulation of Gatherings Act, 1993 (Act 205 of 1993) as amended, for which a system of approval is already in place.
 - 2) Events of fewer than one hundred and fifty (150) persons where there is no amplified sound or no temporary structures to be used;

- 3) Events held at purpose-built venues or the grounds of any school, playground, places of worship, hotels conference centers, stadiums, athletics fields, arenas, auditorium or similar permanent places of assembly when used for events normally held in or at such venues;
 - 4) A private event hosted by a natural person, including family and community events held in or on or at private property or purpose-built venues, subject to any other legislation;
 - 5) Weddings held at wedding venues established for purposes of weddings or at a community hall or similar entertainment facility, and wedding processions, which fall outside the boundaries of an environmentally protected area;
 - 6) Funerals and funeral processions.
- (c) Notwithstanding the provisions of subsection (2), the Events Permit Officer or Law Enforcement Officer may:
- 1) When the Law Enforcement Officer or Events Permit Officer finds that this by-law is, or is likely to be, contravened by an event organizer; or,
 - 2) When a stakeholder affected by the impact and risk attached to an event file a complaint with the Events Permit Officer,
- issue a compliance notice to the event organizer in terms of section 8 and act in terms of this by-law.
- (d) Purpose built venues are excluded from the provisions of this by-law in respect of events normally held in such venues, provided that –
- 1) This exclusion does not apply to events or part of events held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue as permitted in terms of the applicable Zoning Scheme; and,
 - 2) The Events Permit Officer may, from time to time, issue directives regarding specific or special application processes for any specific or special event which may vary in respect of the criteria referred to in section 6 of the Act
- (e) Owners or managers of purpose-built venues must annually submit an application to the Events Permit Office for approval of their events programmes which shall be valid for one year.
- (f) No exemption from the operation of this By-law shall be acceptable other than those exemptions provided for under section 3 of the Act.
- (g) In the event of a conflict between this By-law and any other by-law or policy of the Municipality this By-law shall prevail regarding the management and holding of events.

CHAPTER 2

APPLICATION PROCESS, REQUIREMENTS, DECISIONS AND ENFORCEMENT

3. Submission of applications for approval to hold or stage events

- (a) A formal application to stage an event must be prepared by the Event Organizer and submitted to the Events Permit Officer:
- 1) By a person that is at least 18 years old or older;
 - 2) In a form and manner prescribed by the Events Permit Officer;
 - 3) By or on behalf of a person with the necessary means and resources;

- 4) Within the time frames prescribed in Schedule 1 of this by-law
- (b) The application must contain all the information required on the application form and any additional information required by the Municipality. Failure to provide the necessary required information may result in an application not being considered by the municipality.

4. Requirements and Conditions

- a) No person may hold or stage any event without obtaining a permit referred to in section 5 (c) save as provided herein;
- b) An application for an event must comply with the provisions of this by-law and contain such information as indicated in the prescribed application form as set out in Schedule 2;
- c) The Event Organizer may only advertise the planned event after the application has been approved by the Events Permit Officer. Should the Event Organizer advertise the event before an application has been submitted and approved, does so at own risk.
- d) The Events Permit Officer must ensure that consultation takes place with the Events Committee, which will include all other relevant stakeholders.
- e) The Events Permit Officer must satisfy him or herself by written documentation that relevant land use zoning regulations, environmental legislation and all health and safety regulations are complied with; that adequate public liability insurance cover and appropriate indemnity cover is obtained for an event by the Event Organizer. Similarly, where an activity which may put the public at risk will be triggered, proof of appropriate specialized risk insurance, blanket liability or work cover must be provided to the Events Permit Officer by the Event Organizer;
- f) The Council must, as part of its budgeting process in terms of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), determine tariffs and deposit payable for events;
- g) The Municipality shall not, in respect of any planning for an event, application, approval or permit issue for an event in terms of this by-law, be held liable for any-
 - 1. Damage to or loss of any property of the Event Organizer; or
 - 2. Costs incurred by an Event Organizer or any third party;
- h) The Venue Owner shall be liable for the costs, where applicable, of any service provided by the Municipality for or in respect of an event.

5. Decisions on Events

- a) The Events Permit Officer must either approve or decline an application for an event in terms of this by-law on receipt of the recommendation from the Events Committee;
- b) Once a decision has been taken in terms of subsection (a) the applicant must be informed thereof in writing by the Events Permit Officer
- c) Where an application for an event has been approved, the Events Permit Officer must issue a permit, specifying the conditions applicable to the event;
- d) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing, and the applicant informed of his / her right to appeal the decision in terms of section 62 of the Municipal Systems Act
- e) The Event Organizer must make sure that the permit is available at the venue for inspection at all stages and at all times of the event, and that any additional licenses, including liquor licenses be clearly displayed in public, on a waterproof board, at the venue, throughout the event, indicating the type of license utilized for the event.

6. Criteria

- a) The Events Permit Officer must consider an event application in terms of section 4 against the following criteria, where applicable –
 - 1) The type and size of the event
 - 2) Impact of the event in terms of local economic development;
 - 3) Impact of the event on municipal services including services relating to noise control, traffic, parking, local amenities, public places, health and all incidental services affected by the holding of the event, logistical aspects, as well as marketing, economic, social and environmental objections;
 - 4) That the proposed use of the land complies with the applicable zoning scheme and any conditions applicable in terms thereof. This will include a proper investigation of the land use zones in any area where the proposed event is to be held;
 - 5) That the safety and security risk management of the event in respect of the event plan, logistics, site design and other activities taking place near or at the event venue and other threats to the event are in place. This risk management assessment will include, but not be limited to, obtaining details of the evacuation routes, emergency plans and site plans of access;
 - 6) The return on investment of the event, in cases where the event is sponsored fully or partly by the municipality; and
 - 7) That the event complies with all applicable legislation;
- b) The Events Permit Officer may impose reasonable conditions to the permit to protect the environment and the health, safety and welfare of the public pertaining to:
 - 1) Location, and hours during which the event may be held
 - 2) Sanitation, ablution facilities and availability of potable water;
 - 3) Security and crowd management;
 - 4) Parking and traffic issues;
 - 5) Emergency and medical services;
 - 6) Cleaning up of premises and surrounding area and proper waste disposal
 - 7) Insurance;
 - 8) Lighting;
 - 9) Fire services and safety;
 - 10) Temporary structures, barricades and fencing;
 - 11) Removal of advertising and promotional materials after the event;
 - 12) Noise levels;
 - 13) The environmental impact
 - 14) Any other condition pertaining to the event;

7. Permits and Safety and Grading Certificates

- a) No person may hold or stage any event within the jurisdiction of the Municipality without obtaining the necessary permit referred to in sub-clause 4(5).
- b) The event organizer must ensure that the permit is available at the venue for inspection at all stages and at all times during the event.
- c) The event organizer may not advertise the planned event before an application is submitted to the Municipality and the Municipal Manager has informed the event organizer that the application has been approved.
- d) The event organiser shall be liable for the cost of any service provided by the Municipality for or in respect of an event.
- e) Event organisers whose applications have been approved in terms of this By-law are responsible for the event and must ensure that-
 - 1) the event is held in compliance with the provisions of this By-law and does not contravene any other law;

- 2) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities during such event;
- 3) any compliance notice issued by the Municipal Manager in terms of section 8 is complied with.
- f) In instances where the venue or stadium where the event is to be hosted are under the ownership of an owner other than the local authority, such a venue or stadium owner shall ensure compliance in respect of safety certificates as prescribed under the Act. Event organisers shall ensure that their applications are accompanied by the necessary safety certificates.
- g) Grading certificates for venues and stadiums are issued by the Municipality and shall accompany all applications.
- h) Where an event has been categorised as a high-risk event the event organiser shall ensure that the necessary high-risk event safety certificate as issued by the National Commissioner under the Act is submitted with his/her event hosting application to the Municipality.

8. Holding of an event

- a) Event Organizers whose applications have been approved in terms of this by-law are responsible for the event and must ensure that-
 - 1) The event is held in compliance with the provisions of this by-law, the conditions imposed by the Events Permit Officer and does not contravene any law, including environmental legislation;
 - 2) The conduct of persons attending an event and the activities undertaken and carried out at the event do not negatively impact on affected communities, and the environment during such event';
 - 3) Any compliance notice issued by the Events Permit Officer in terms of section 8 is complied with.

9. Compliance notice

- a) When the Events Permit Officer or a law enforcement officer finds that a provision of this by-law is being or has been contravened by an Event Organizer or that a condition has arisen that has the potential to lead to a contravention of this by-law or any other law, he or she:
 - 1) May issue a compliance notice to the Event Organizer; or
 - 2) May, on receipt of information from an authorized official relating to the contravention of this by-law or any other law in respect of the holding or staging of an event, issue a compliance notice to the Event Organizer.
- b) A notice issued in terms of subsection (1) must state –
 - 1) The provisions of the by-law that is being contravened or will be contravened if the transgression is allowed to continue;
 - 2) The measure that must be taken to rectify the contravention; and
 - 3) The time period in which the notice must be complied with.
- c) If a person on whom a compliance notice was served in terms of subsection 8 (a) (i) fails to comply with the requirements of the notice, the Events Permit Officer, a law enforcement officer or an authorized official may, for the purposes of this law, take such steps as may be necessary to rectify the contravention at the cost of the Event Organizer.
- d) A person who fails to comply with a compliance notice issued in terms of subsection 8 (a) (i) commits an offence.
- e) The Municipality shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events keep a record of non-compliance, consider any appropriate action as may be required, and require an increased deposit from the person for future events to be held or staged by such person.

10. Suspension and revocation of permit

- a) The Events Permit Officer may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 9, by notice in writing to the Event Organizer and the Safety and Security Planning Committee Commander or VOC Commander -
 - 1) Suspend the permit immediately until the Event Organizer has complied with the compliance notice;
 - 2) Revoke the permit and take such steps as may be necessary in terms of this by-law, and the Event Organizer shall be liable for any costs incurred thereby; or
 - 3) On receipt of information from a Law Enforcement Officer or an authorized official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.
- b) The Municipality may, where the Events Permit Officer has acted in terms of subsection (a), withhold the deposit paid by the Event Organizer for an event.

11. Inspection and right of access

- a) The Events Permit Officer, an authorized official or a law enforcement officer may conduct an inspection of a venue after the submission of an application, as well as during and after the staging or holding of an event to determine compliance with this by-law and the conditions made, subject to the approval of an event application.
- b) The Events Permit Officer or a law enforcement officer has a right of access to or over any venue for the purpose of-
 - 1) Doing anything authorized or required to be done by the municipality under this by-law;
 - 2) Ascertaining whether there is or has been a contravention of the provisions of this by-law, and the conditions made subject to the approval of the event application;
 - 3) Enforcing compliance with the provisions of this by-law.
- c) A written notice shall be served by the Events Permit Officer, an authorized official, or a Law Enforcement Officer on the owner or occupier of any property in which required access to such property be granted / provided to a person(s), for the purposes referred to in subsection 10(b) (i-iii), on the day and hour(s) specified in such notice.

CHAPTER 3

GENERAL PROVISIONS

12. Agreements and Partnerships

- a) The Municipality may enter into such agreements and partnerships with event organizers as may be necessary for the holding and management of events in terms of this By-law.
- b) The Municipality may, under an agreement or partnership contemplated in subsection (1), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the Municipality.
- c) The agreements and partnerships contemplated in subsection (1) must provide for service levels, which must be met by the parties in order to ensure compliance with this By-law and the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- d) Notwithstanding the provisions of this By-law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an event organizer may be liable in the event of non-compliance therewith.

13. Indemnity & Public Liability Insurance

- a) The event organizer as part of his/her legislative obligation must provide evidence that public liability insurance as prescribed is in place for an event.
- b) The Municipality shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-law, be held liable for any-
 - 1) damage to or loss of an property of the event organiser; or
 - 2) costs incurred by an event organiser or any third party.
- c) The Municipality shall not be liable for any costs, including any damage or loss, incurred or suffered as a result of an event held with or without an approval in terms of this By-law.

14 . Delegations

- a) The Events Permit Officer may delegate any powers conferred on him or her either in whole or in part under this by-law to any other competent official of the Municipality
- b) The Events Permit Officer may appoint competent officials in the employ of the Municipality as authorized officials to enforce the provisions of this by-law.

15. Right of appeal

- a) Parties to a dispute arising from a conflict in terms of this By-law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection (2).
- b) The event organizer may appeal against a decision where his or her application to hold an event has been declined.
- c) An appeal may be lodged in writing with the Municipal Manager within a period as indicated in Schedule 1 in relation to the type of event concerned.
- d) The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable time-frames set out in Schedule 1.
- e) An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 1 in relation to the type of event concerned.
- f) The Municipal Manager may delegate any official of the Municipality to consider and decide on appeals referred to in subsection b.

16. Offences and penalties

- a) A person shall be guilty of an offence where such person;
 - 1) Failure to comply with any provision of this By-law constitutes an offence.
 - 2) A person who commits an offence in terms of this By-law shall, on conviction, be liable for a fine or a term of imprisonment, or both such fine and such imprisonment.

17. Short Title

This by-law is called the **Victor Khanye Municipality: Safety Management at Events By-law**.

SCHEDULES

The schedules form part of this by-law through incorporation by reference.

SCHEDULE 1

Schedule of events application timeframes

Subject to applicable criteria, the following timeframes below will apply

Crowd size / number of participants	Minimum time for submission of an application by the Event Organizer before the date of the event	Minimum time for the Municipality to respond to an application for staging of an event	Appeals to be lodged by applicant with municipality within	Appeal to be decided by municipality within
Small 50 to 500	1 month	10 working days	24 hours of receipt of written notice from municipality indicating failure to resolve conflict.	Within 2 working days
Medium 501 to 2000	1 month	15 working days	48 hours of receipt of written notice from the municipality indicating failure to resolve conflict.	Within 2 working days
Large 2001 to 5000	2 months	15 working days	48 hours of receipt of written notice from the municipality indicating failure to resolve conflict.	Within 3 working days
Very large 5001 and above	2 months	20 working days	48 hours of receipt of written notice from the municipality indicating failure to resolve conflict.	Within 5 working days

Note:

1. All food vendors irrespective of the size of the event are compelled to comply with all applicable laws, including the provision of licenses and certificates of acceptability not more than 15 days after application is submitted;
2. The time frames as set out in Schedule 1 will be applicable from the date a FULLY COMPLETED event application is received by the Municipality. If any documents or information are handed in after the original submission of the application, the time frames will commence from the date the last documents or information was submitted
3. The timeframes do not include events applications where a land use planning approval is required, i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

SCHEDULE 2

Events Requirements Listing

Note: Victor Khanye Municipality may request additional information to that listed as determined by the type and detail of the event:

1. Description of event: including type, date, venue, locality (erf number or farm number as recorded in the Title Deed) and number of participants
2. Completion of the Victor Khanye Municipality Event Application Form (Section 6(3) application)
3. Event programme: full details and times, plus contact details for person responsible for each aspect of the event.
4. SAPS Event Categorization.
5. Site Plans for the layout of the event: including stages, marquees, catering, venue operation center, ablution facilities, refuse bins etc.
6. Zoning confirmation of the permitted land use or land use planning approval where necessary.
7. Colour route maps including farm numbers and farm boundaries
8. Erf numbers, including those of adjacent and or affected properties
9. Road closure applications
10. Application to put up posters and hang banners
11. Transport and Traffic Management Plans (T&TMP) which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes.
12. Traffic authorization
13. Crowd Management Plan
14. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
15. Event Communication Plan. Including ticket selling strategy, accreditation.
16. Community Participation Plan: contact with communities, resident's associations and Business associations
17. Environmental Management Plan: including a rehabilitation plan, or any applicable environmental or heritage permission and consultation with Cape Nature.
18. Integrated Waste Management Plan: The Langeberg Municipal Waste Management Plan template must be completed and submitted.
19. Vendor / caterers: list of details and use of liquid petroleum gas
20. Health requirements including: Certificates of Acceptability, business licenses
21. The provision of suitable ablution facilities or mobile toilets, including name of service provider and site of disposal.
22. Submission of noise reduction plan
23. Application to erect temporary structures. (marquees, stages etc.)
24. Proof of submission of an application for liquor license
25. Proof of application for the use of fireworks (SAPS Explosives unit)
26. Victor Khanye Municipality services requirements: including electricity, water, waste management plan, transport, roads and storm water
27. Indemnity forms and public liability insurance confirmation letter
28. Written approval from venue owner / venue manager to the applicant authorizing the event organizer to the use of the facility / venue to host the event. If the event transverses a number of properties, written approval from the owner(s) of all those properties must be submitted.
29. Written consent from all immediate neighbors.

SCHEDULE 3

Event application requirements

NB: This information has to be compiled and submitted in the format of an Operational Plan

1. DETAILS EVENT MANAGER/ORGANIZER:

- Event Manager
- Identity No (Attach copy of ID)
- Residential Address (Attach proof of residence)
- Postal Address
- Cellular Phone
- Office phone (work)
- Fax
- Email address

Contact Person during Event:

Event Organizer:

Mobile

Alternative: Mobile

Radio at JOC/Security to be provided:

2. EVENT DETAILS

N.B. ATTACH/PROVIDE PROOF OF THE EVENT CATEGORIZATION, LETTER OR REQUEST FROM NATIONAL COMMISSIONER AS WELL AS A SIGNED COPY OF THE LEASE AGREEMENT FROM VENUE MANAGER.

2.1 Event Venue, Time etc.

- Name of event
- Nature / type of Event
- Address of Event /Venue
- Details of Venue
- Details of how your event will run, including details of all activities.
- Estimated Number of People expected to attend

Details of time schedule of the event

- Date and Time Event starts or is open to the public
- Date and Time Event Finishes

Ensure timeous availability of program of the Event. Provide full details and times, plus contact details for person responsible for each aspect of event.

2.2 Event Venue: Site/Graphic/Floor Plan

NB: Attach copy of Site or Floor Plan For the event indicating various areas to be used for Approval

2.2.1 Potential Hazards (Threats) and Contingency Plan/Risk Assessment

List the identified hazards including potential risks (things that can go wrong) E.g. rain, Electricity

Failure at the selected site and the action to be taken to Minimize/ reduce and respond to the identified risk.

2.3 Traffic & Pedestrian Management

2.3.1 Traffic Management Plan.

Ensure Traffic control in place for the event

(Guidance can be provided by Victor Khanye Municipality Traffic with the development of this plan.)

The following parking bays are required for event:

- Emergency Vehicles
- Key Stakeholders/VOC/JOC
- Disabled Patrons
- General Parking
- VIP's
- Overspill/Overflow
- Vehicles
- Buses
- Taxis
- Motor Bikes

2.4 Road Closures (IF Any)

Indicate any roads to be closed for the event:

- Street in which function is to be held
- Sections to be closed
- Streets to be closed
- Emergency Access Routes
- Emergency Vehicle Parking Areas
- Date and time of proposed closure and Opening

(Proof of application to Traffic from the event Organizer, which includes names of affected residents who have been consulted)

- Signed Letter of information/Concerned to residence for street closure;
- Traffic Management Plan including parking

2.5 Adjoining Properties

Inform adjoining property occupants regarding the proposal of this event including noise, extra cars, road closures etc:

3. INSURANCE DETAILS

(A copy of your Certificate of Public Liability is required to be attached with this form.)

- Insurance Company
- Address
- Phone
- Fax
- Email.
- Policy Number

- Expiry Date
- Public Liability Value and Asset Value

4. INCIDENT MANAGEMENT PLAN

4.1 Joint Operation / Control Centre

- Ensure the JOC/VOC is clearly marked / Identifiable **on Site Plan**.
- Ensure that First Aid/Ambulance parking is marked **on Site Map**.
- Ensure exit/Evacuation points are clearly marked **on Site Map**

A. Provide communication tools to be used on the day of the event with all event officials and the Public (Security/public//Staff)-Radio/Cell phones).

B. Indicate communication modes in the event of an incident e.g. portable handheld e.g. radios / mobile phones/Loudhailer

4.2 VOC Contact Details *(To be completed after Event approval by Event Planning Group)*

4.3 Venue Operation Centre

VOC must coordinate operations of the entire safety and security at the event.
(Provide/Attach proof of Receipt of notice to the Local Hospital)

4.4 Fire Safety Inspection Report

All Fire protection and prevention need to be in accordance with SANS 10400-2011 Part T, SANS 10366 and Act 02/of 2010 the following is requested;

4.5 To submit Graphic Layout plans for the Event to show the:

Location of stage, barriers, front of the house towers, entries and exit points, emergency escape routes and holding areas, positions of fire protection and prevention measures, the merchandising stalls, marquees, tents etc.

4.6 Lost and Stolen Property / Lost Children

Provide arrangements have been made for lost or stolen property and lost children.

Lost Children

Lost AND Found Properties-LAFP: (Cell Phones, Cars, etc)

NB-Show location on site map.

4.7 List of Vendors and caterers

Vendor list and Caterer compliance certificate (Health Act, Act 63 of 1977) *(please attach)*

- Use of LP Gas
- Vendor License
- Food integrity
- Certificate of Acceptability
- Tobacco Control

(All Vendors should provide Trading Permit from the Municipality/)

4.8 Liquor /Alcohol Control

It should be noted that the usage and selling of and cannabis and/or other banned drug substance is strictly prohibited in terms of Section 3, 4 and 5 of the Drugs and Drug Trafficking Act, Act 140 of 1992; Application for a Temporary Liquor License must conform to the Liquor Act, Act 27 of 1989. All applications must be submitted to the local designated South African Police Office Services Office within the precinct of jurisdiction. Provide details on selling of alcohol at the event.

Indicate if cooler boxes be allowed into the Venue from the Public Members

- Provide Liquor License been obtained
- Name of Seller
- License Expiry Date and Time

(NB-Show location on site map).

4.9 Toilets

- Indicate ablution Facilities on Site
- Males
- Females
- Disabled

Indicate Mobile toilets to be supplied to the Site

- Males
- Females
- Disabled

Provide details for person responsible for the cleanliness of toilets.

- Contact details during the event:
- Name of the responsible person
- Mobile contact no.

NB-Show location on site map.

Environmental Plan *(Please attached a copy)*

4.10 Water

- Indicate whether there is water on the venue for the event.
- Indicate extra/emergency water to be supplied to the public/patrons if need be.

4.11 Waste Management

The Event Organiser must develop a waste management plan.

The removal of litter, rubbish and any form of debris during or at the conclusion of the event must be to the satisfaction of the Polokwane Municipality. The Event Organiser must submit receipt slip from landfill site (post event) to the Waste Management Office.

4.12 Noise

The Victor Khanye Municipality will advise on decibels required in terms of its Noise Control By-Law.

Describe how you will monitor the sound and intervals and minimize noise levels. (decibels'etc).

5. EVENT SECURITY

5.1 Security & Crowd Control

(Please provide appointment confirmation including Integrated Security Plan and attach a copy.)

Ensure that private Security been contracted for the event:

- Company details
- Name of Company
- PSIRA Registration Details
- Security Manager
- Contact Details
- Phone/Mobile
- Number of Security Personnel for the Event (Ratio of 1:100, 1:75, 1:50).

(List of Security personnel attached to the Application with individual member required qualifications/grade)

5.2 Public Assembly Point

- Ensure that event Venue fenced and access/egress restricted
- Provide emergency strategies to the identified Assembly Point.

NB-Show location on site map.

5.3 Lighting and Power

- The Event organizer must ensure that the event complies with the Electrical Installation Regulations under the Occupational Health and Safety Act 1993 (GN R2920, 23 October 1992 amended to GN 962, 20 May 1994).
- Provide details of electricity on Site
- Describe emergency power and lighting systems (Voltage) to be provided.

(It is recommended that an electrician be available for the event)

- Name of Certified Electrician
- Contact Details during the event
- Location of Mains Power Control. **(Mark on site plan)**
- Location of Emergency power and Lighting location **(Mark on site plan)**

5.4 Temporary Structures

- Section 4 of the National Buildings Regulations Act, Act 103 of 1977 provides that it is an offence for anyone to erect any type of structure without the prior permission of the local authority.
- In terms of Section 4(2) of the National Buildings Regulations Act, Act 103 of 1977, a plan indicating the temporary structures (e.g. marquees, stages, temporary seating, etc.) to be erected and a venue floor plan/layout must be submitted for approval.

The following requirements are necessary:

1. Stages & Screens and Scuffles' (**Provide Engineering Certificate**). (1x 9kg/100m²) Fire Extinguishers-required)
2. Sound Mixers. (**Provide Engineering Certificate**). (1 x 9kg/100m²) Fire Extinguishers-required)
3. Generator.(**Provide Engineering Certificate**). (1x 9kg/100m²) Fire Extinguishers-required)
4. Marquees Tents (**Provide Engineering Certificate**). (All tents should have Fire Extinguishers 1x9kg/100m²)
5. Tents (**Provide Compliance Certificate**). (All tents should have Fire Extinguishers-1x9kg/100m²)

5.5 Fireworks and Pyrotechnics:

All fireworks and pyrotechnics activities must be done in accordance with the Emergency Services and Fire Safety By-Law.

Details and permit must be obtained prior the event could proceed. The following information is necessary:

- Person Responsible for Fireworks:
- License Number:
- Contact Details during Event:
- Mobile:

NB: Ensure restricted zones are marked on site plan

6. EVENT MARKETING & ADVERTISEMENTS

Ensure that advertisement for placards and other notices on municipality properties is done in terms of Municipal By-Laws.

(The promotion should be done after event approval of your application has been granted by the Council).

a. Ticketing

Event Organiser must provide valid ticketing for the event and the event ticket must contain all relevant information for the event. The provision of section 19 of Safety At Sports and Recreational Act has reference to this effect.

b. Accreditation

c. Signage

Please ensure sufficient signage are installed on site, **as per Site/Floor plan**

- Phones
- Parking
- Entrances
- Information/Communication
- JOC
- Exits
- Toilets
- Lost and Found
- Public Transport pick up/set down
- Ambulance

7. AIRSHOWS & USE OF AIRCRAFT AT SHOWS

In the event of aircraft operations (e.g. helicopter flights) such application to be submitted in terms of CAR 91.07.4 – Application for Non-Scheduled Helicopter flying operations.

SCHEDULE 4

APPLICATION FOR AN EVENT

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE/S OF PROPOSED EVENT _____

EVENT RISK CATEGORISATION: LOW ☐ MEDIUM ☐ HIGH ☐

START TIME OF EVENT (FOR EACH DAY): _____

NUMBER OF PEOPLE EXPECTED: _____

NAME OF THE EVENT ORGANISER/PERSON MAKING APPLICATION

ID NO. _____
(PLEASE ATTACH CERTIFIED COPY)

COMPANY NAME: _____

DESIGNATION: _____ TEL NO: _____

CELL NO: _____

EMAIL ADDRESS: _____

BRIEF DESCRIPTION OF EVENT:

TRAFFIC CONTROL REQUIRED? : YES ☐ NO ☐

IF YES PLEASE PROVIDE DETAILS:

INDICATE ROAD(S): TO BE USED

TIME: _____

TEMPORARY STRUCTURES TO BE ERECTED:

MARQUEES: YES ☐ NO ☐

TENTS: YES ☐ NO ☐

IF YES PLEASE INDICATE QUANTITY AND DETAILS:

PUBLIC LIABILITY INFORMATION
(PLEASE ATTACHED INSURANCE INFORMATION)

NAME THE INSURANCE COMPANY: _____

VALUE OF THE INSURANCE COVER: _____

POLICY NO: _____

PUBLIC ADDRESS/ PA SYSTEM, ETC. TO BE USED: YES ☐ NO ☐

PLEASE PROVIDE DETAILS:

CATERING / FOOD STALLS:

INDICATE NUMBER OF STALLS: _____

INDICATE IF LIQUOR WILL SOLD: YES ☐ NO ☐

PLEASE PROVIDE LIQUOR LICENSE: _____

WASTE REMOVAL: YES ☐ NO ☐

DETAILS:

NAME OF THE SECURITY COMPANY: _____

TELL/ CELL NO: _____

COMPANY PSIRA REG NO: _____

LIST OF SECURITY PERSONNEL AND THEIR PSIRA NO: _____
(PLEASE ATTACHED THE INFORMATION)

NAME OF INSURANCE COMPANY: _____

NAME OF THE SECURITY MANAGER: _____

CELL NO: _____

ANY OTHER SPECIAL REQUIREMENTS: _____

SIGNATURE OF APPLICANT: _____

APPLICATION DATE: _____

PLEASE NOTE:

This is an application and not approval for your planned event. Please ensure that you go through it and fill in the event guidelines form provided in order to give additional information required for hosting successful event.

Event can only proceed once an approval and a permit is formally issued.