



CITY OF CAPE TOWN
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TOURISM, EVENTS & COMMUNITY DEVELOPMENT – EVENTS PERMIT OFFICE

GUIDELINES FOR STAGING EVENTS WITHIN THE CITY OF CAPE TOWN

The following is a list of regulations to obtain permission to host an event subject to all requirements by the City Of Cape Town (CCT) that must be adhered to in the interest of public safety during the full duration of the event:

Any application to stage an event must be submitted to the CCT Events Permit Office by the Event Organiser on the prescribed Application Form and adhere to the City's Events Application requirements. Please consult the relevant documents and note the various minimum timeframes and other requirements.

The CCT Events Permit Office will inform all possible role-players within three working days of the submission of the application. The nature of certain events may determine that applications should be submitted earlier, in such cases the event organiser should practice due diligence and notify the CCT Events Permit Office as early as possible.

Applications are to be submitted to the CCT Events Permit Office via:

E-mail: events.permit@capetown.gov.za or

Fax: 086 576 1580

(Note: The Events Permit Office does not consider applications for Marches, Processions and/or Gatherings in terms of the Gatherings Act.

Should you wish to have a march, procession and/or gathering kindly submit an application in terms of Section 3 - Notice of Gatherings of the Regulation Of Gatherings Act, Act 205 of 1993, read with Section 22 – Processions of the Standard By-Law Relating To Streets [Provincial Notice No. 562 Of 1987] [Dated: 2 October, 1987], to the City's Governance & Interface office on Tel: 021 400 1479

Events Guidelines – please note the City's Events Application Form and Requirements document must be consulted. The following list serves as guide only.

1. The erection of temporary structures (e.g. marquees, stage, etc.) and a floor plan outlay must be submitted for approval. Attached is a copy of the Application Form for the temporary erection of a tent, exhibition stalls, temporary seating stand and stage in terms of Section 4(2) of the National Buildings Regulations Act, Act 103 of 1977 and the City of Cape Town Community Fire Safety By-law (Bylaw 11257). Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Community Fire Safety.

In terms of Section 4 of the National Buildings Regulations Act, Act 103 of 1977 it is an offence for anyone to erect any type of structure without the prior permission of the local authority, being the City of Cape Town.

2. A qualified security company that has been trained in events management must submit an integrated security operation plan in collaboration with the South African Police Services (SAPS). The security company that has been contracted must conform to the Private Security

Industry Regulation Act, Act 56 of 2001. A letter of undertaking between the event organiser and the contracted security company is to be submitted to Events Office.

3. The responsibility for the safety of all present (VIP, public, staff assisting etc) lies primarily with the event organiser. The law enforcement agencies (South African Police Services and the Metro Police Services of City Of Cape Town) will maintain public order and prevent the commission of offences in terms of the Criminal Procedure Act, Act 51 of 1977 and the Regulation of Gatherings Act, Act 205 of 1993.
4. A Disaster Medical Plan must be submitted in accordance with the Events Procedures Policy of the City of Cape Town. Furthermore, a letter of undertaking be submitted from the Emergency Medical Services provider contracted that such services have been requested and an agreement has been reached to provide a minimum level of medical services standby at the event.
5. All vendors that will handle food must produce a valid health clearance certificate and/or comply with equivalent requirements; and any additional environmental health issues to conform to the Health Act, Act 63 of 1977. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Environmental Health or alternatively view <http://www.capetown.gov.za/clusters/health.asp?IDPathString=1123&clusid=245>
6. The use and sale of fireworks are regulated by the Explosives Act, Act 26 of 1956, as well as the Regulations issued in terms of this Act. Chapter 10 of the Regulations regulate the use and exploding of fireworks. Of importance for policing purposes is Regulation 10.34. Applications to be sought via the local authority to the Chief Explosives of the South African Police Services in order to obtain the necessary permission to discharge fireworks (Application approval also subject to Part 172 of the Civil Aviation Regulations, 1997).
7. All fire safety related issues (e.g. use of gas cylinders, access and egress for emergency vehicles, etc.) to conform to the City of Cape Town Community Fire Safety By-law (Bylaw 11257), made under the Fire Brigade Services Act, Act 99 of 1987. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Community Fire Safety or alternatively view [Http://www.capetown.gov.za/policies/policy_gw_frameset.asp](http://www.capetown.gov.za/policies/policy_gw_frameset.asp)
8. Should extra power supply be required; a request for the supply of temporary electricity must be submitted for the operation on the event (such details to be depicted on the floor plan outlay). If a private company have been contract such person and/or company to comply with the Electrical Installation Regulations (Regulations made under the repealed Machinery and Occupational Safety Act 1983 and now applicable under the Occupational Health and Safety Act 1993 (GN R2920, 23 October 1992 amended to GN 962, 20 May 1994).
9. The removal of litter and any form of debris at the conclusion of the event must be to the satisfaction of the City of Cape Town. The cleaning of the venue and collection of waste will be for your account unless prior arrangement has been made with the Solid Waste Management Department for the cleaning of the venue. A receipt slip of Landfill after the events from the Events Organisers is required for the proof of records. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Dumping and Littering.
10. In the interest of public safety and in accordance with Subsection (1) of the Firearms Act, Act 60 of 2000 no person may allow any firearm or ammunition into a firearm-free zone; or carry a firearm or ammunition in a firearm-free zone. A police official may without warrant search the premises in a firearm-free zone if he or she has a suspicion (on reasonable grounds) that a firearm or ammunition may be present in the firearm-free zone. Any person present in a firearm-free zone may be searched and any firearm or ammunition present in the firearm-free zone or on the person may be seized in contravention of a notice issued in terms of Subsection (1); also visit Please visit

http://www.capetown.gov.za/policies/policy_gw_frameset.asp and click Policy - Declaring certain Council Premises Gun Free Zones

11. The usage and selling of and cannabis and 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;
12. Application for a Temporary Liquor License must conform to the Liquor Act, Act 27 of 1989. Applications can be submitted to the local Designated Police Officer of the South African Police Services within the precinct of jurisdiction.
13. The volume of any amplified sounds must conform and complied with in terms of Regulation 7(2) of the Noise Control Regulations P.N. 627/1989, made under Section 25 of the Environmental Conservation Act, Act No. 73 of 1989. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Environmental Health or alternatively view <http://www.capetown.gov.za/clusters/health.asp?IDPathString=1123-1373-1378&clusid=245&catparent=1378>
14. Application for intermittent/temporary and/or full road closures for the scheduled event to conform to Section 22 – Processions of the Standard By-Law Relating To Streets [Provincial Notice No. 562 Of 1987] [Dated: 2 October, 1987. Should signage for no stopping, parking and other devices be required, these equipment must to be in compliance with the South African Road Traffic Signs Manual.
15. In terms of the Regulation of Gatherings Act, Act 205 of 1993 the local authority can at any time (should such a course be considered necessary or desirable by the City Of Cape Town) withdraw or amend the permit
16. Application to be sought through the Directorate: Planning & Economic Development for Temporary Departure in Terms of Section 15(1)(a)(ii) of the Land Use Planning Ordinance (Act 15 of 1985) for usage of event other than the purposes the property has been zoned for. Please visit <http://www.capetown.gov.za/planning/lums/whatisizf.asp>
17. In the event of aircraft operations (i.e. helicopter flights) such application to be submitted in terms of CAR 91.07.4 – Application for Non-Scheduled Helicopter flying operations. Please visit <http://www.caa.co.za>
18. In terms of Part 101 the Operation of Line-Controlled Kites, Model Aircraft, Captive and Unmanned Free Balloons [GN R1664 of 14 December 1998] as prohibited. Applications for exemptions must be sought via the local authority to the South African Civil Aviation Authority (to be read with General Operating and Flight Rules as prescribed in Part 91 of the Civil Aviation Regulations, 1997.
19. The special use of airspace (e.g. Tethered balloon (Blimps), Fireworks display, Search Lights, etc.) is subject to the approval of the CAA: Air Traffic Services in terms of Part 172 of the Civil Aviation Regulations, 1997.
20. Any change in the environment caused by any substance emitted into the atmosphere from any activity, where that change has an adverse effect on human health or well-being or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future must be complied with in terms of the City of Cape Town: Air Pollution Control By-law (Bylaw 12649). Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Air Pollution Control or alternatively view <http://www.capetown.gov.za/clusters/health.asp?IDPathString=1123&clusid=245>
21. Temporary signs (e.g. posters, etc.) capable of being attached to the municipal electrical light standards and/or pasted to fixed structures to advertise events must comply with the City of Cape Town: Outdoor Advertising and Signage By-law (Bylaw 5801). Please visit

http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Outdoor Advertising and Signage or alternatively view http://www.capetown.gov.za/policies/policy_gw_frameset.asp and click on Policy - Advertising Public Participation Process Land Use and Development Applications

22. Please make contact with the City Of Cape Town Property Management Directorate for property approval, leasing or lease clarification and/or parking arrangements. Kindly contact Mr Mike Tamlin on (021) 400 3095/2601 in order to secure adequate parking. Please visit http://www.capetown.gov.za/policies/policy_gw_frameset.asp and click on Policy - ParkingInterimPolicyFrameworkAndStrategy
23. In terms of the "Municipality of the City of Cape Town: Water Services By-Law To Limit Or Restrict The Use Of Water" published in the Provincial Gazette No. 5994 dated 28 March 2003, that, with effect from 1 October 2004 and until further notice, certain restrictions, subject to the exemptions provided for, shall apply within the boundaries of the City of Cape Town.

Additional Notes and Requirements:

Please consult the Events Permit Office for full requirements.

- a) Indemnity Form
An Indemnity Form must be completed and submitted to the City of Cape Town in order for the Municipality to be indemnified against all actions, lawsuits, proceedings, claims, demands, costs and expenses arising out of the permission. In addition, the insurer specifying the insurance coverage for public liability with such insurance company submit a letter of confirmation.
- b) Service Charges and Tariffs
Charges will be levied in terms of staff costs, overtime and services. Should any costs arise from any assistance rendered by any of the municipal services, the event organisers will be liable for payment thereof to the appropriate department/branch that rendered any specific service.
- c) Public Participation
As part of the public participation process of the City of Cape Town concurrences from the ratepayer/(s) association/(s) and/or ward councillor/(s) be submitted on behalf of the affected community/party/organisation supporting the event to the City of Cape Town Events Office.

Events Permit Office
Events
Tourism, Events & Economic Development
City of Cape Town

EVENTS APPLICATION REQUIREMENTS

March 2011

The following information and documentation is required from ALL organisers of events wishing to host events in the City of Cape Town.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of City Departments and compliance with legislative requirements.

SIZE	CATEGORY ATTENDEE/PARTICIPATION SIZE	MINIMUM TIME BEFORE AN EVENT TO SUBMIT AN APPLICATION TO THE CITY *
Small	50 - 2000	15 working days (3 weeks) **
Medium	2001 – 5000	20 working days (4 weeks)
Large	5001 – 10 000	25 working days (5 Weeks)
Very Large	10 001 – above	60 working days (3 months min – preferably 6 months)
Any Event which involves an application for a Liquor Licence.		21 working days
If an event includes food vendors needing to apply for licences and Certificates of Acceptability.		A minimum of 15 working days
Any event requiring a Noise Exemption		A minimum of 15 working days

NOTE:

1. Events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used need not submit an application. However, the City may determine whether the impact and risk attached to an event of fewer than 50 persons would require the submission of an application.
2. Note this excludes any specific or special application directives which the City may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other City activity.
3. These 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.

REQUIREMENTS:

- A formal Application including the name and contact numbers of the organizer, providing as much information as possible and
- An Event Plan including at least the following information:
 1. Description of Event:
 - Type of event: International, National, Local
 - Date
 - Duration
 - Locality
 - Venue
 - On or near Key point/s or Restricted Area
 - Anticipated number of spectators
 - Participants attending event (including President/VIP/Artist)
 2. Event Program (full details and times, plus contact details for person responsible for each aspect of event)
 3. Layout of event:
 - Stages
 - Marquees
 - Fencing
 - Crowd Barriers

- Vendors
 - Catering
 - Lockdown
 - VOC Location
 - Ticket Selling Booths
4. Transport Management Plan
 - Road closures (and times)
 - Parking areas
 - Route Plan (if applicable)
 - Emergency Access Routes
 - Emergency Vehicle Parking Areas
 5. Emergency:
 - Medical Plan
 - Security Plan
 - Departmental Emergency Response Plan
 - Evacuation Plan
 - Facility Emergency Plan
 - Civil Aviation Application
 6. Vendors / Caterers
 - List of details
 - Use of LP Gas
 7. Health requirements:
 - Vendor Licence
 - Food integrity
 - Certificate of Acceptability
 - Tobacco Control
 - Ablution Facilities and/or Mobile Toilets
 8. Completed Application forms for
 - Liquor Licence/s
 - Noise Exemption (including public participation)
 - Erection of Stages/Marquees
 9. Services Requirements
 - Electricity
 - Water
 - Waste Management Plan, incl.
 - Prior arrangements for cleaning venue
 - Bins
 - Receipt slip from landfill site (post event)
 - Transport, Roads and Stormwater
 10. Event Communication Plan
 - Ticket Selling Strategy
 - Medical Plan
 - Accreditation Plan
 - Any specific requirements
 11. Environmental Protection Plan
 12. Community Participation Plan
 - Contact with Councillor/s
 - Contact with Community/Residents Organisations/Association
 - Residents/Business/Community Consultation.
 13. Indemnity forms
 - Indemnity form
 - Public Liability insurance confirmation letter

Events Permit Office
 March 2011



Event Application Checklist:

A: Application Requirements:

NB: The forms listed below **MUST** accompany the initial Event Application submitted to the Events Permit Office.

LEGEND: ✓ = Mandatory Submission; W/A = Mandatory Submission Where Applicable

Event Type	Event Application Form	Indemnity Form	Noise Exemption Application	Certificates of Acceptability For Food Vendors - WA	Solid Waste Management Plan	Erection of Temporary Structure/s	Appoint of Registered Person	Population Certificate Application	Temporary Signage Application	Fireworks Application (<i>all events with Fireworks</i>)
	(Form 01 /01(a))	(Form 02)	(Form 03)	(Form 04)	(Form 05)	(Form 06)	(Form 07)	(Form 08)	(Form 09)	
Sports/Action	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Concert/Music Festival	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Fundraiser/Run/Walk	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Carnival	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Fetes, School Carnivals etc.	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Weddings/ Birthdays, etc.	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Ceremonial / Annual Rituals	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Awards/Launches/ Exhibitions	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Corporate/Private Party	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Night Market /Switch on of Festive Lights	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Religious Festivals/ Events	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Cultural/Minstrel Events	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Fireworks/ Pyrotechnic Displays	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Market	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A

B: Event Plans – NB:

1. The comprehensive Event Plan, comprising the following individual plans, may be submitted for scrutiny along with the initial Application or immediately after the event has been logged by the Events Permit Office.
2. Once an event has been assigned an unique event log number, all event plan submission must reflect the unique event number (e.g. EO 15-0123)
3. The table below is list of the plans that may be required – depending on the nature, size, impact and risk associated with any event, the applicant may be required to additional requirements/plans, or a few of the plans listed. The Event Permit Office will advise the Applicant which plans are required.
4. In terms of the Events Bylaw, events are categorized and managed in terms of the following categories:

Event Size	No of Participants/Spectators
Small	50 – 2000
Medium	2001 – 5000
Large	5001 – 10 000
Very Large	10 001 + above

MATRIX OF EVENT PLANS/APPROVALS REQUIRED:

Event Type	Event Size		Emergency Plan			Layout Plan	Transport Management Plan (Roads Closures, etc.)	Traffic Management Plan (Traffic Services)	Waste Management Plan	Environmental Health Plan			Temporary Structures & Fire Safety				Communications Plan	Environmental Protection Plan	SAPS Event Safety Grading Certificate	Appointment of Safety Officer
			Medical Plan	Security Plan	Evacuation Plan					Ablutions	Vending Plan	Certificate of Acceptability	BDM - (Temp Structures)	Registered Person Appt	Population Certificate	LP Gas Plan				
ALL Event Types	Small	50 – 2000	√	√	W/A	W/A	W/A	W/A	√	√	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	tbc	tbc
	Medium	2001 – 5000	√	√	√	√	W/A	W/A	√	√	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	√	√
	Large	5001 – 10 000	√	√	√	√	√	√	√	√	√	√	W/A	W/A	W/A	W/A	√	W/A	√	√
	Very large	10 001 +	√	√	√	√	√	√	√	√	√	√	W/A	W/A	W/A	W/A	√	W/A	√	√

Legend: √ = Mandatory Submission
W/A = Mandatory Submission Where Applicable (e.g. if temporary structures are erected/fireworks are planned)
tbc = May be required depending on the nature, size, impact and risk associated with an event

NB: The Events Permit Office may, in the interests of public safety, issue directives in respect of specific or special application processes/requirements for any event.