

ANNEXURE 1

SHEDULE OF EVENTS APPLICATION TIMEFRAMES

Depending on the size, type, location, date/time, length, event location/s size of venue/s, impact or risk of the event and drawing on any assessment information as required, the following timeframes below will apply:

SIZE	CROWD	<u>MINIMUM TIME BEFORE ADVERTISING or PUBLICISING AN EVENT TO SUBMIT AN APPLICATION TO THE CITY</u>²	<u>Appeal to be lodged by Applicant with City within</u>	<u>Appeal to be decided by City within</u>
Small	50 ¹ to 2 000	10 working days (2 weeks) ³	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
Medium	2 001 – 5 000	15 working days (3 weeks)	48 hours of receipt of written notice	Within 48 hours of receipt of written notice
Large	5 001 – 10 000	20 working days (1 month)	48 hours of receipt of written notice	Within 3 working days
Very Large	10 001 - above	3 months (6 months)	48 hours of receipt of written notice	Within 5 working days

1. Note that for any event of fewer than 50 persons the provisions of Section 2 (2) and (3) apply.
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. Note if a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.
4. The process outlined in Section 8(1) must be completed before any appeal is lodged by the applicant.

The appeal process does not apply to Liquor Licenses which are administered by the South African Police Services (SAPS).

Any event which involves an application for a Temporary Land Use Departure and where the Departure has not been granted must follow the appeal process as outlined in the Land Use Planning Ordinance (Act 15 of 1985).

ANNEXURE 2

EVENTS REQUIREMENTS LISTING

Note: the City may request additional information as determined by the type and detail of the event

- a. Description of Event: including type, date, venue, locality and participants.
- b. Event Programme: full details and times, plus contact details for person responsible for each aspect of event.
- c. Layout of event: including stages, marquees, catering, venue Operation Centre etc.
- d. Land-Use Planning Departure application and approval, where necessary.
- e. Transport Management Plan (TMP), which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes. The format of the TMP will be as prescribed by the City.
- f. Crowd Management Plan.
- g. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
- h. Event Communication Plan: including ticket selling strategy, accreditation
- i. Community Participation Plan: including but not limited to contact with Councillor/s; Community/Residents Organisations / Associations and Business Associations.
- j. Environmental Management Plan.
- k. Integrated Waste Management Plan.
- l. Vendors / Caterers: list of details and use of Liquid petroleum gas. City of Cape Informal Trading and city Health By-Law requirements and related legislative requirements.
- m. Health requirements including: Certificates of Acceptability. Vendor licenses ablution facilities and/or mobile toilets.
- n. Completed Application forms for: Noise Exemption (incl. public participation); and erection of Stages/Marquees. Proof of submission of Liquor Licence/s, Fireworks application; Civil Aviation Application as per the specific of the type of event.
- o. City of Cape Town Services requirements: including Electricity, Water, Waste Management Plan (during and after the event), transport, roads and storm water.
- p. Indemnity forms and Public Liability insurance confirmation letter
- q. Written approval from Venue Owner/Venue Manager to the applicant authorizing the use of the facility/venue to host the event.