

SCHEDULE 2 Schedule of Events Application Timeframe
Subject to Application Criteria, the following Timeframes Below will apply:

Size	Crowd Size/ No of Participants	Minimum time for submission of an application to the Municipality by the event organiser before the date of an event [all required information relating to the application must be submitted in terms of section 3 (2)]	Minimum time for the Municipality to respond to an application for staging an event	Appeals to be lodged by applicant with the Municipality within	Appeal to be decided by Municipality within
Small	200 to 2000	20 working days (4 weeks)	10 working days(2 weeks)	48 hours of receipt of written notice from the Municipality indicating failure to resolve conflict	48 hours of receipt of written notice of appeal
Medium	2001 to 5000	25 working days (5 weeks)	15 working days (3 weeks)	48 hours of receipt of written notice from the Municipality indicating failure to resolve conflict	Within 48 hours of receipt of written notice
Large	5001 to 10 000	30 working days (6 weeks)	20 working days (4 weeks)	48 hours of receipt of written notice from the Municipality indicating failure to resolve conflict	Within 3 working days
Very Large	10 001 and above	90 working days (minimum 4 months , 6 months ideal)	40 working days (2 months)	48 hours of receipt of written notice from the Municipality indicating failure to resolve conflict	Within 5 working days

Note:

1. 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.
2. If a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. Any event which involves an application for a temporary land use departure and where the departure has not been granted must follow the appeals process as outlined in the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985).