

SCHEDULE 3 EVENTS APPLICATION REQUIREMENTS GUIDELINE

The following information and documentation are required from ALL organisers of events wishing to host events in the Stellenbosch Municipality.

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

SIZE	CATEGORY ATTENDEE / PARTICIPATION SIZE	MINIMUM TIME BEFORE AN EVENT TO SUBMIT A COMPLETE APPLICATION TO THE MUNICIPALITY
Small	200 – 2000	A minimum 10 working days (2 weeks)
Medium	2001 – 5000	A minimum of 20 working days (4 weeks)
Large	5001 – 10 000	A minimum of 25 working days (5 weeks)
Very large	10 001-above	60 working days (3 months minimum – preferably 6 months)

NOTE:

1. Events of fewer than 200 persons where there is no amplified sound or no temporary structures to be used need not submit an application. However, the Municipality may determine whether the impact and risk attached to an event of fewer than 200 persons would require the submission of an application.

2. Note this excludes any specific or special application directives which the Municipality 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 Municipality activity.

3. These timeframes do not include events applications where a land use application 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 detailing the name and contact numbers of the organizer, date/s, venue, nature of event and 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, Linear or Place-bound

 - Date/s
 - Duration (daily)
 - Locality/Area
 - Venue
 - Anticipated number of participants and spectators
 - Details of VIPS attending event (including artist/s)
 - Details of nearby Key Point/s or Restricted Areas
- 2. Event Programme** (full details and times, plus contact details for person responsible for each aspect of event)
- 3. Layout Plan** for event, indicating:
 - Stages, Marquees & Other Temporary Structures
 - Access and Evacuation Flows
 - Fencing and Crowd Barriers
 - Catering Facilities and Vendor Areas
 - Restricted/VIP Areas
 - VOC Location
 - Ticket Selling Booths
- 4. Event Safety Plan:**
 - Medical Plan – including details of private medical service provider/s
 - Security Plan – including details of private security service provider/s
 - Departmental Emergency Response Plan
 - Emergency Procedure/Evacuation Plan
 - LP Gas Plan (if applicable)
 - Accreditation Plan
 - Crowd Management Plan
 - Facility Emergency Plan (if applicable)
 - Civil Aviation Application/Approval (if applicable)
- 5. Transport Management Plan**
 - Detailed Transportation Plan, incl. transportation modes, routes for event
 - Details of Road Closures (and times)
 - Emergency Vehicle Access Routes
 - Optimal Public Transport Utilisation
 - Detailed Parking Plan, incl. secured/identified Parking Areas
 - Detailed Event Signage/Communication Plan (warning signage, alternative routes, parking, etc.)
- 6. Integrated Waste Management Plan** (including immediate precinct)
- 7. Traffic Management Plan**
 - Detailed plan of event venue/location and surrounds;
 - Details of event specific Road Signage (if applicable)
 - Marshalling Plan (if applicable)

- 8. Health Requirements:**
 - Ablution Facilities and/or Mobile Toilets
 - Details of Vendors / Caterers, including licences
 - Certificate/s of Acceptability – food vendors
- 9. Zoning confirmation of the permitted land use or land use planning**
(approval where necessary)
- 10. Community Participation/Consultation Plan, including:**
 - Communication with Councillor/s
 - Consultation with Community/Residents Organisations/Associations
 - Communication with Affected Residents/Businesses/Business Associations or other stakeholders.
- 11. Application Forms /Approvals, incl.**
 - Noise Exemption (including public participation/consultation)
 - Erection of Stages/Marquees/Temporary Structures
 - Confirmation of Venue: Written approval from venue owner/venue manager to authorise the event organiser to use the facility/ venue to host the event.
 - Liquor Licence/s/ Fireworks/ Civil Aviation (if applicable)
- 12. Municipal Services Requirements:**
 - Waste Management Plan, incl.
 - Details of Service Provider/s
 - Arrangements for venue cleansing (prior to and post event)
 - Receipt slip from landfill site (post event)
 - Electricity – including wayleaves
 - Water
 - Transport
 - Roads and storm water
- 13. Event Communications Plan**
 - Ticket Selling Strategy & Accreditation
 - Emergency Communications Plan
 - Approval or application for Municipal Outdoor Advertising and Signage
 - Any specific requirements
- 14. Environmental Management Plan** (if applicable)
 - A rehabilitation plan
 - Financial guarantee
 - Any other applicable environmental or heritage permission.
- 15. Indemnity Forms, incl.**
 - Completed Indemnity Form
 - Confirmation of Public Liability insurance as well as the prescribed insurance confirmation letter.
- 16. Confirmation of Appointment of Safety Officer/s**