

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 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused	48 hours 7 Days of receipt of written noti of appeal	Formatted: Not Highlight
		60 working days				Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
Medium	2001 to 5000	25 working days (5 weeks)	15 working days (3 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 7 Days of receipt of written noti of appeal	Formatted: Not Highlight
		65 working days				Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
Large	5001 to 10 000	30 working days (6 weeks)	20 working days (4 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 1 Days of receipt of written notice of appeal	Formatted: Not Highlight
		70 working days				Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
Very Large	10 001 and above	90 working days (minimum 34 months, preferably 6 months)	40 working days (2 months)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 1 Days of receipt of written notice of appeal	Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight

Note:

- The timeframes do not include events applications where a land use planning approval in terms of the Land Use Planning Bylaw is required i.e. where an

Formatted: Justified

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 ~~45~~ 60 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. In the event of a liquor licence required for an event, it should be applied for in advance before your event application submission to the Municipality.
4. No events will be approved in any circumstances less than 14 days prior to the event (which includes the finalisation of application/ appeals/ and appeal outcome). The event approval must be finalised 14 days prior to any event.

Formatted: Not Highlight