

HOSTING EVENTS AT OUR CAMPUSSES

SASREA 2 of 2010

RECOGNISING that—

the physical well-being and safety of all persons attending sports, recreational, religious, cultural, exhibition, organisational or similar events as well as the safety of their property — at stadiums or other venues; and in the case of a race, tour or procession, along a route, must be promoted and protected; the rights of persons who attend sports, recreational, religious, cultural, exhibition, organisational or similar events must be protected;



Event Process and Planning



OVERVIEW OF THE EVENT PERMIT PROCESS

When is an event permit required?

Under the current events by-law, an event application will be required for an event consisting of more than 200 persons where there is amplified sound or a temporary structure is used. However, the City may determine whether the impact and risk attached to an event of fewer than 200 persons will require the submission of an application for an event.

The City of Cape Town aims to balance the needs of the event organiser against the impact the event will have on residents in the area where the event is held and the safety of the participants and/or spectators at the event.

Events permit application requirements include:

Name and contact numbers of the event organiser

- Proof of public liability Insurance.
- Signed indemnity form.
- A detailed event plan, including inter alia:
 - Medical Plan
 - Security Plan
 - Waste Management Plan
 - Traffic/Transport Management Plan

Event application Requirements

1. Description of Event

Type of event: International, national, local

- Date, duration, locality, venue
- On or near key point/s or restricted area/s
- Anticipated number of spectators
- Participants attending event (including president/VVIP/artists).

2. Event Programme

Full details and times, plus contact details for person responsible for each aspect of the event.

3. Layout of Event

Stages, marquees, fencing/ crowd barriers, vendors, catering, lockdown, VOC location and ticket selling booths and confirmation of service providers.

4. Traffic Management Plan

Road closures (and times), parking areas, route plan (if applicable), emergency access routes, emergency vehicle parking areas.

5. Emergency Plan

Medical plan, security plan, departmental emergency response plan, evacuation plan, facility emergency plan, civil aviation application, if applicable and confirmation of service providers.

6. Vendors / Caterers

List of details, use of LP gas.

7. Health Requirements

Vendor licence, food integrity, certificate of acceptability, ablution facilities and/or mobile toilets.

8. Completed Application Forms For

Noise Exemption (including public consultation), erection of temporary structures (stages/marquees/towers).

9. Services Requirements

Electricity, water, waste management plan. Prior arrangements for cleaning venue, bins, receipt slip from landfill site (post event), transport, roads and storm water.

10. Event Communication Plan

Ticketing strategy, accreditation strategy, road closures, any specific requirements.

11. Environmental Protection Plan

12. Community Participation Plan

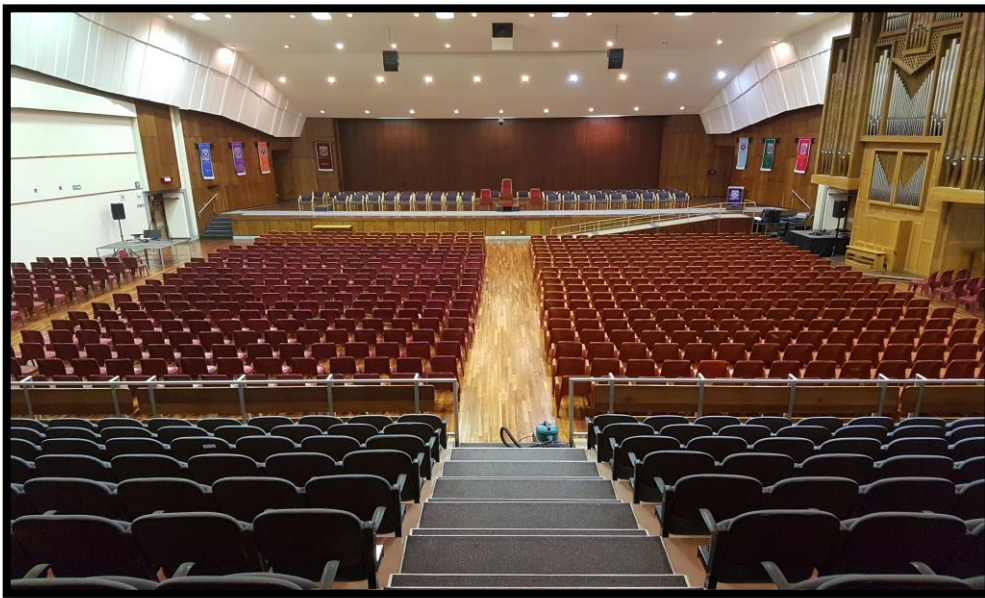
Contact with councillor/s, contact with community/residents organisations; residents/ business/community consultation.

13. Indemnity Forms

Indemnity form; confirmation of public liability insurance

Note:

- 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 City may determine whether the impact and risk attached to an event of fewer than 200 persons would require the submission of an application.
- 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.
- 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.
- 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, 1985 (Ordinance No. 15 of 1985).
- If an event includes food vendors, a minimum of 15 days will be required if food
- Vendors need to apply for licenses and Certificates of Acceptability.



Event Safety Plan

