

**CITY OF CAPE TOWN**

**EVENTS APPLICATION REQUIREMENTS**

The following information and documentation is required from ALL organisers of events wishing to host events in the City of Cape Town.

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

SIZE	CATEGORY ATTENDEE/PARTICIPATION SIZE	<u>MINIMUM</u> TIME BEFORE AN EVENT TO SUBMIT AN APPLICATION TO THE CITY *
Small	200 - 2000	15 working days (3 weeks) **
Medium	2001 – 5000	20 working days (4 weeks)
Large	5001 – 10 000	25 working days (5 Weeks)
Very Large	10 001 – above	60 working days (3 months min – preferably 6 months)

Any Event which involves an application for a Liquor Licence.	A minimum of 21 working days
If an event includes food vendors needing to apply for licences and Certificates of Acceptability.	A minimum of 15 working days
Any event requiring a Noise Exemption	A minimum of 15 working days
Any events where a land use planning approval is required	A minimum of 60 working days

**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 City 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 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. *These 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.*

**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
    - 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
    - Medical/First Aid Facilities

- 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
- 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
- Detailed Parking Plan, incl. secured/identified Parking Areas
- Detailed Event Signage/Communication Plan (warning signage, alternative routes, parking, etc.)

**6. Traffic Management Plan**

- Detailed plan of event venue/location and surrounds;
- Details of event specific Road Signage (if applicable)
- Marshalling Plan (if applicable)

**7. City Health Requirements:**

- Ablution Facilities and/or Mobile Toilets
- Details of Vendors / Caterers, including licences
- Certificate/s of Acceptability – food vendors

**Community Participation /Consultation Plan, incl.**

- Communication with Councillor/s
- Consultation with Community/Residents Organisations/Associations
- Communication with Affected Residents/Businesses/Business Associations.

**8. Application Forms /Approvals, incl.**

- Noise Exemption (including public participation/consultation)
- Erection of Stages/Marquees/Temporary Structures
- Confirmation of Venue
- Liquor Licence/s (if applicable)

**9. City 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

**10. Event Communications Plan**

- Ticket Selling Strategy
- Emergency Communications Plan
- Any specific requirements

**11. Environmental Protection Plan (if applicable)**

**12. Indemnity Forms, incl.**

- Completed Indemnity Form
- Confirmation of Public Liability insurance

**13. Confirmation of Appointment of Safety Officer/s**

Events Permit Office  
Jan 2017



## Event Application Checklist:

### A: Application Requirements:

**NB:** The forms listed below **MUST** accompany the initial Event Application submitted to the Events Permit Office.

**LEGEND:** ✓ = Mandatory Submission; W/A = Mandatory Submission Where Applicable

Event Type	Event Application Form	Indemnity Form	Noise Exemption Application	Certificates of Acceptability Food Vendors - WA	Waste Management Plan	Population Certificate Application	Erection of Temporary Structure	Appoint of Competent Person	Completion Certificate: Special Events	Temporary Signage Application	Fireworks Application ( <i>all events with Fireworks</i> )
	(Form 01 /01(a))	(Form 02)	(Form 03)	(Form 04)	(Form 05)	(Form 06)	(Form 07)	(Form 08)	(Form 09)	(Form 10)	(Form 11)
Sports/Action	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Concert/Music Festival	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Fundraiser/Run/Walk	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Carnival	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Fetes, School Carnivals etc.	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Weddings/ Birthdays, etc.	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Ceremonial / Annual Rituals	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Awards/Launches/ Exhibitions	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Corporate /Private Function	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Night Market /Switch on of Festive Lights	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Religious Festivals/ Events	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Cultural/Minstrel Events	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A
Fireworks/ Pyrotechnic Displays	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	W/A	W/A
Market	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A

For Information - Do Not Submit

**B: Event Plans – NB:**

1. The comprehensive Event Plan, comprising the following individual plans, may be submitted for scrutiny along with the initial Application or immediately after the event has been logged by the Events Permit Office.
2. Once an event has been assigned an unique event log number, all event plan submission must reflect the unique event number (e.g. EO 15-0123)
3. The table below is list of the plans that may be required – depending on the nature, size, impact and risk associated with any event, the applicant may be required to additional requirements/plans, or a few of the plans listed. The Event Permit Office will advise the Applicant which plans are required.
4. In terms of the Events Bylaw, events are categorized and managed in terms of the following categories:

Event Size	No of Participants/Spectators
Small	&\$0 – 2000
Medium	2001 – 5000
Large	5001 – 10 000
Very Large	10 001 + above

***NB:** The Events Permit Office may, in the interests of public safety, issue directives in respect of specific or special application processes/ requirements for a specific or special event.*

**MATRIX OF EVENT PLANS/APPROVALS REQUIRED:**

Event Type	Event Size	Emergency Plan			Layout Plan	Transport Management Plan (Roads Closures, etc.)	Traffic Management Plan (Traffic Services)	Waste Management Plan	Environmental Health Plan			Temporary Structures & Fire Safety				Communications Plan	Environmental Protection Plan	SAPS Event Safety Grading Certificate	Appointment of Safety Officer	
		Medical Plan	Security Plan	Evacuation Plan					Ablutions	Vending Plan	Certificate of Acceptability	BDM - (Temp Structures)	Competent Person Appt	Population Certificate	LP Gas Plan					
<b>ALL Event Types</b>	<b>Small</b>	200 – 2000	√	W/A	W/A	W/A	√	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	tbc	tbc	
	<b>Medium</b>	2001 – 5000	√	√	√	W	√	W/A	√	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	√	√	
	<b>Large</b>	5001 – 10 000	√	√	√	√	√	√	√	√	√	√	W/A	W/A	W/A	W/A	√	W/A	√	√
	<b>Very large</b>	10 001 +	√	√	√	√	√	√	√	√	√	√	W/A	W/A	W/A	W/A	√	W/A	√	√

**Legend:** √ = Mandatory Submission  
W/A = Mandatory Submission Where Applicable (e.g. if temporary structures are erected/fireworks are planned)  
tbc = May be required depending on the nature, size, impact and risk associated with an event