



Application Requirements: Event Application Checklist

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 (all events with Fireworks)
	(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



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 a unique event log number, all event plan submission must reflect the unique event number (e.g. EO 15- 0123)
3. The table below is a 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 include 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 categorised and managed in terms of the following categories:

Event Size	No of Participants/Spectators
Small	200 - 2000
Medium	2001 - 5 000
Large	5001 - 10 000
Very large	10 001 and 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 (Road closures, etc.)	Traffic Management Plan (Traffic Services)	Waste Management Plan	Environmental Health Plan			Temporary Structures and 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 Apt	Population certificate					LP Gas Plan
ALL event types	Small	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	tbc	tbc	✓
	Medium	2001 – 5000	✓	✓	✓	W/A	✓	W/A	✓	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	✓	✓
	Large	5001 – 10 000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A	✓	✓
	Very large	10 000 +	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	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 f he nature, size, impact and risk associated with an event