ANNEXURE A

Kouga LED, Tourism and Creative Industries Department.
1st Floor, Shell Museum Complex
P O Box 21
Jeffreys Bay
6330

Tel: 042 2002218/9
Fax: 0865225117
Email: ccamons@kouga.gov.za

APPLICATION FOR AN EVENT IN KOUGA

NAME OF EVENT: _____
EVENT No: #_____

LOCATION OF EVENT:_____

DATE/S OF PROPOSED EVENT:_____

START TIME OF EVENT (FOR EACH DAY):_____DURATION:_____

NUMBER OF ATTENDEES EXPECTED:_____

(NB. Specify estimates for each day)

EVENT ORGANISER/PERSON MAKING APPLICATION_____

COMPANY NAME:_____

DESIGNATION: _____ TEL/CELL: _____FAX

:_____ EMAIL
_____
ADDRESS:
_____

BRIEF DESCRIPTION OF EVENT:
_____
__
_____
_____
____
_____
_____
_____
_____

1. TRAFFIC CONTROL REQUIRED ? : YES NO

IF YES PLEASE PROVIDE
DETAILS:_____

- **SECTION OF ROAD(S):**
_____

- **TIME:**
_____
__

2. MARQUEES / TENTS: YES NO _____

IF YES PLEASE PROVIDE DETAILS:
_____
_____
____

3. MUSIC/PUBLIC ADDRESS/ PA SYSTEM, ETC. TO BE USED: YES NO _____

_____
__
MUSIC / OTHER. PLEASE GIVE DETAILS:
_____
_

4. CATERING / FOOD STALLS:

- **NUMBER PLANNED: _____**

- **NUMBER WITH CERTIFICATES OF ACCEPTIBILITY:_____**

5.
OTHER SERVICES

- **ELECTRICITY YES NO _____**

DETAILS:
_____
_____
____
- **WATER YES NO _____**

DETAILS:
_____
__
- **WASTE REMOVAL YES NO _____**

DETAILS:
_____
__
ANY OTHER SPECIAL REQUIREMENTS:_____
_

SIGNATURE: _____APPLICATION DATE: _____

PLEASE NOTE: This application does not mean the Kouga has approved your planned event. Please ensure you liaise with the Tourism and Creative Industries regarding the approval process and any additional information required. Your Event can only proceed once the Kouga formally gives approval and a permit is issued.

APPLICATION FOR AN EVENT IN KOUGA Annexure A (to be added on if required)

To be completed if event includes a parade/procession

Time, Date: _____

Location: _____

Time: _____

Location: _____

Start: _____

End: _____

Assembly _____

Depart: _____

ROUTE:

_____
_____
_____
_____
_____

LED, TOURISM AND CREATIVE INDUSTRIES DEPARTMENT
KOUGA MUNICIPALITY
FILM/EVENTS PERMITS OFFICE

INDEMNITY FORM

I, *(full name*)
…..……..……,
(Print)
ID No.
……..……..……..
In my capacity as
…….
of …….. ***(full name of institution)***
being duly authorised hereto on behalf of institution with regard to
.....…….
……..……..…….
……***(state purpose/event)***
With full knowledge of such declaration, declare as follows:
I hereby indemnify the Kouga Municipality against and hold it harmless from or any loss or damage,
or all actions, proceedings or claims arising from the permission granted for the holding of the abovementioned event and/or arising from the negligence or gross negligence or any other cause
whatsoever in connection herewith.
Signed on this ……..…….. day of ……..……. 20....,
at ……..…….
…… …… ……

SIGNATURE ……
DATE ……..

WITNESSES:
…… …… ……
SIGNATURE DATE …….

ANNEXURE B

KOUGA MUNICIPALITY
OPERATIONAL REQUIREMENTS

A The Kouga Municipality has requirements for applications, timeframes as well as the Events Plan which must be submitted.

The Kouga Municipal LED, Tourism and Creative Industries Department must be contacted to submit an application and confirm the application details and requirements, Tel: 042 2002 2218/9 Email : ccamons@kouga.gov.za

B. Application Time Frames

- A formal application to stage an event must be made to the Kouga Municipality as per application form in Annexure A.
- Applications to stage an event will only be considered if sufficient information is submitted.
- The application should be made to the Kouga Municipal LED, Tourism and Creative Industries Department and include the name and contact numbers of the organizer, the event Venue Owner and the Manager and provide as much information as possible about the planned event.
- A KM zoning extract/certificate for the planned event venue or location must be obtained by an applicant or via the KM Town Planning Department prior to the submission of the detailed events application (Refer Annexure A).
- For applications for sporting events, the respective sports governing body endorsement (Kouga Sports Council) must be obtained and submitted to the Kouga Municipality before an application maybe considered.
- Depending on the size, type, location, date/time, length, event location/s size of venue/s, impact or risk of the event and drawing on any assessment information as required, the following timeframes below will apply:

SIZE	**CROWD SIZE/NO OF PARTICIPANTS**	**MINIMUM TIME BEFORE ADVERTISING or PUBLICISING AN EVENT TO SUBMIT AN APPLICATION TO THE MUNIPALITY ****
Small	50* to 2000	40 working days (2 month) ***
Medium	2001 – 5000	80 working days (4 months)
Large	5001 – 10 000	90 working days (5 months)
Very Large	10 001 – above	8 months
Any Event which involves an application for a Liquor License.		40 working days
Any Event which involves and application for Temporary Land Use Departure		At least 3 months ahead of the planned event date.

* Events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used need not submit an application.

However, the Kouga Municipality may determine whether the impact and risk attached to an event of fewer than 50 persons would require the submission of an application.

** 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 Municiapal activity.

*** Note: If a small event includes food vendors, a minimum of 40 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.

B. Event Plan

- An Event Plan must be submitted by the Event Organizer to the Kouga Municipal LED, Tourism and Creative Industries Department.
- A summary the Kouga Municipal Events application requirements is presented below, which the Events Organizer must comply with, including but not limited to:

a. An Events Application Forum must be filled in.
Description of Event: including type, date, venue, locality and participants.
b. Event Programme: full details and times, plus contact details for person responsible for each aspect of event.
c. Layout of event: including stages, marquees, catering, Venue Operation Centre etc.
d. Land-Use Planning Departure application and approval, where ecessary.
e. Transport Management Plan (TMP), which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes. The format of the TMP will be as prescribed by the municipality.
f. Crowd Management Plan.
g. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
h. Event Communication Plan: including ticket selling strategy, accreditation
i. Community Participation Plan: including but not limited to contact with Councillor/s; Community/ Residents/ Organizations/ Associations and Business Associations.
j. Environmental Management Plan.
k. Integrated Waste Management Plan.
l. Vendors / Caterers: list of details and use of Liquid petroleum gas. Kouga Municipal Informal Trading and municipal Health By-Law requirements and related legislative requirements.
m. Health requirements including: Certificates of Acceptability, vendor licenses, ablution facilities and/or mobile toilets.
n Completed Application for: Noise Exemption (incl. public participation); erection of Stages/Marquees. Proof of submission of Liquor License/s, Fireworks application; Civil Aviation Application as appropriate to the event.

o. KM Services requirements: including Electricity, Water, Waste Management Plan (during and after the event), transport, roads and storm water.
p. Indemnity forms and Public Liability insurance confirmation letter
q. Written approval from Venue Owner/Venue Manager to the applicant authorizing the use of the facility/venue to host the event.
r. Proof of deposit paid to the KM for the event and/or services as indicated by the KM.

- An Event Plan approved by the Municipality is a binding contract between the Municipality and the Event Organizer and/or event venue, and must be complied with at all times and at all stages of the event.