

EVENTS COMMITTEE POLICY WORKSHOP

30 MAY 2019

EVENTS/ENTERTAINMENT POLICY

DEFINITIONS AND ABBREVIATIONS

For the purpose of this Policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

Approved Budget	An annual budget which is approved by a municipal council and includes such an annual budget as revised by an adjustment budget.
Council	The Kouga Municipal Council.
Delegation	In relation to a duty. Includes an instruction to perform the duty. Delegate has a corresponding meaning.
Demonstration	Any demonstration by one or more persons, but not more than 15 persons, for or against any person, cause, action or failure to take action.
Director	A person appointed by the Kouga Municipal Council to head a Directorate of Council and shall include any person acting in that position or to whom authority is delegated.
Environmentally sustainable	The provision of a service or the hosting of an event in a manner aimed at ensuring that risk of harm to the environment and to human health and safety is minimized. Potential benefit to the environment and human health is maximized to the extent that it is reasonably possible and that legislation intended to protect the environment, human health and safety is complied with.
Event	Sporting, entertainment, recreational, religious, cultural, exhibition, organizational or similar activities, hosted at the stadium, venue or along a route or within their respective precincts.
Event Planning Committee (EPC)	A committee approved by Council to facilitate the selection and approval of events that the Council wishes to support.
Event Organizer	Any person who plans, is in charge of, manages, supervises or holds events or sponsorship rights to an event or in any manner controls or has material interest in the hosting of an event.
Event Services	Goods and services required at events including but not limited to temporary fencing,

	temporary toilets, temporary structures, security services, etc.
Functions	Parties or community activities that do not impact on Kouga Services or any applicable laws. These could be private functions, such as birthday parties or weddings, or community functions such as sports or social club get-togethers.
Executive Mayor	The person elected in terms of Section 55 of the Municipal Structures Act to be the Executive Mayor of the Kouga Council and shall include any person acting in that position or to whom authority is delegated.
Fundraising events	Where the sole or main purpose is a fundraising initiative for charity.
Gathering	Any assembly, concourse or procession of more than 15 persons in or on any public road as defined in the Road Traffic Act, 1989 (Act 29 of 1989), or any other public place or premises wholly or partly open to the air.
Guest management	The process of managing guests – from invitations to arrival and servicing guests at events.
Local economic development events	Events where the sole purpose is to provide opportunities to trade to SMME's, e.g. night markets.
Mayoral committee	The committee appointed by the Executive Mayor to assist the Executive Mayor in terms of Section 60 of the Municipal Structures Act.
Mayoral events	Events supported and/or funded by the Executive Mayor's office.
National days of significance	Events held to commemorate national days. For example, World Aids Day on 1 December, International Women's Day on 9 August and Mandela Day on 18 July.
Purpose built venue	Permanently constructed venues designed specifically to host events, such as stadiums, convention centres, banqueting facilities and sporting facilities.
Rate card	A departmental tariff schedule which indicates charges for services rendered and equipment rentals. Rate cards are updated annually.
Revenue generation at events	A series of activities where income is generated to off-set costs.
Religious events	Events organized by religious organizations, which attract large numbers of participants, who require the event to be hosted in a

	stadium or similar large capacity facility. These events may have high profile speakers but attract mainly community participants.
PDT	Planning, Development & Tourism
Tourist	A person who spends more than 24 hours in an area outside their normal place of work or residence.
Venue owner	Any person or legal entity now or who, in the future, will directly or indirectly own, lease, rent or who now or in the future, acquire and/or exercise the powers of an owner or occupier of a venue used for events.
Venue	Any area or place, where an event is hosted, that has seated or standing spectator capacity within a permanent or temporary structure. This area or place may be erected or demarcated by an enclosed or semi-enclosed temporary or permanent structure.
Visitors	A person who visits and attraction or destination for a day (less than 24 hours).
CBO	Community Based Organization
PBO	Public Benefit Organization
IDP	Integrated Development Plan
KM	Kouga Municipality
NGO	Non-Governmental Organization
SMME	Small, Medium, Micro Enterprises
SCM	Supply Chain Management

PURPOSE

The Events/Entertainment Policy is primarily aimed at ensuring that events that are hosted in the Kouga Municipal area are done so legally as well as ensuring the prevention of injury, suffering or death that may occur as a result of poor planning or preventable misadventure at public events.

This Policy is a guideline to help those who arrange events so that the event can be run safely – and, thereby, creating an environment conducive for promoting Kouga as a prime destination for tourism and events.

Key events such as concerts, raves, corporate events, sport events, promotions, exhibitions, shows, madrigals and fetes fall within the policy's area of concern.

The Events Policy aims to create mutually beneficial outcomes for the Kouga residents, businesses and visitors by using the platforms created by events to contribute to Kouga's growth, development and inclusivity.

The Policy will assist and guide the KM in managing event-related activities in an efficient and effective manner thereby providing clarity to all role-players and stakeholders. The policy aims to create an enabling mechanism for new approaches to event initiatives.

SCOPE OF APPLICATION

This Policy is applicable to:

- Events within the KM's jurisdictional area, which may in any way require the services of the Council, have implications for public safety, the environment and local communities and which occur in a public and/or private place as contemplated in the Safety at Sports and Recreational Events Act, 2010.
- Organizations and/or any of the spheres of government and across the event spectrum (cultural, business, sport, etc.) and in private sector venues which impact on the public resources and have implications for community public safety and the environment.

The Policy does not apply to public gatherings and demonstrations as defined in the Regulation of Gatherings Act, 1993 (Act 205 of 1993, as amended).

The Policy does not apply to workshops and meetings organized by the KM.

The Policy does not apply to private or community functions which do not require the services of the KM, have implications for public safety, the environment and local communities and comply with all applicable legislation.

REGULATORY CONTEXT

The Policy is developed and guided by the following legislation and regulations:

- ❖ The Constitution of the Republic of South Africa: Act 108, 1995, section 156(1)(a), read with Part B of Schedule 4;
- ❖ Safety at Sports and Recreation Events Act, Act 2 of 2010
- ❖ The Disaster Management Act, Act 57 of 2002;
- ❖ The National Environmental Management Act, Act 107 of 1998;
- ❖ Municipal Finance Management Act, Act 56 of 2003;
- ❖ Occupational Health and Safety Act, Act 85 of 1993;
- ❖ Private Security Industry Regulating Authority;
- ❖ National Health Act, Act 61 of 2003;
- ❖ Fire Brigade Services Act, Act 99 of 1987 (as amended Act 14 of 2000);
- ❖ Road Traffic Act, 1996

- ❖ Regulation of Gatherings Act, Act 205 of 1993, as amended;
- ❖ Integrated Development Plan;
- ❖ SABS Codes;
- ❖ National Building Regulations;
- ❖ Civil Aviation Authority Act, Act 13 of 2009, as amended
- ❖ Criminal Procedure Act, Act 51 of 1977;
- ❖ Dangerous Weapons Act, Act 15 of 2013;
- ❖ Explosives Act, Act 15 of 2003;
- ❖ Firearms Control Act, Act 60 of 2000;
- ❖ Engineering Profession of SA Act, Act 46 of 2000;
- ❖ Copyright Act, Act 98 of 1978;
- ❖ Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, as amended;
- ❖ Liquor Act, Act 59 of 2003;
- ❖ Tear-gas Act, Act 16 of 1964;
- ❖ Telecommunications Act, Act 103 of 1996, as amended;
- ❖ By-law for the Prevention and Suppression of Nuisances;
- ❖ Any applicable By-laws;
- ❖ Regulations pertaining to Fireworks

POLICY DIRECTIVE DETAILS

In order to promote effective management of events in the KM area, the following policy directive details will apply:

CLASSIFICATIONN OF EVENTS

- A. International events International sporting, business or cultural events that are hosted in the KM area.
These events may range from large scale, with global media coverage, to small scale events.
- B. Kouga Iconic events Annual events on the KM events calendar.
These events attract measurable visitors and tourists to Kouga.
- C. Incubator events Annual events on the KM calendar. These events attract mainly Kouga communities but show potential to attract visitors and tourists to Kouga.
- D. Kouga community events Events that take place in a community, for community purposes and are attended mainly by the community. They may be Mayoral events, service delivery events, fundraising events, local economic development, emerging sport and cultural events, religious events and events celebrating national days of significance.

The above classification is not a reference to the scale or size of events but rather to the core market of participants and spectators that the event attracts, ranging from a high proportion of visitors (e.g. international events and Kouga iconic events) to mainly Kouga residents (e.g. community events).

Events are also classified according to their security risk as defined in Section 2 of the Safety at Sports and Recreational Events Act, 2010. These classifications are applied in the events permitting process.

It must be noted that not all events need to come via Events committee, for such Events permission may be granted to the chairperson/or the Director: Planning, Development Tourism.

LICENSED AND NON-LICENSED EVENTS

Licensed events shall mean and include all events which a regular occurrence are not but special events, for which application for approval will be required from Council before such event can take place in the area of the jurisdiction of Council.

Non-licensed events shall mean all sporting activities which are regular and under the recognized sporting codes in Kouga, shall be exempted from the operations of this Policy.

This exemption will not apply to any other sporting activities of the Associations if such activities are not considered regular and normal in the life of such Associations.

In the case of a dispute as to whether an event/s constitutes a licensed or non-licensed event, the decision of the Events Committee or its delegated official, shall be final.

PUBLIC SAFETY

Public safety should also be a major consideration in non-licensed events in order to:

- Regulate the hours during which events may be open to the public;
- Secure safe and adequate means of ingress to and egress from events;
- Prevent and suppress nuisances; and
- Preserve sanitary conditions, cleanliness, order and public safety at events.

PROCEDURE FOR GRANTING PERMISSION FOR OUTDOOR EVENTS

All applications must be addressed to the Director: Planning, Development & Tourism who shall refer the request to the Events Planning Committee (EPC).

The EPC shall have its meetings once per month to consider the applications, Seasonally twice a month.

Event Organizers will be invited to make presentations to the EPC where necessary.

The Kouga Municipality shall inform the applicant of the approval/non-approval of the application within of an event 10 days after the events committee meeting took place. risk categorization must be submitted from the SAPS.

The Kouga Municipality reserves the right to refuse an application if there is insufficient time to give proper and due consideration to the details submitted for the event.

DEVIATIONS FROM THE POLICY

The Ward Councillor, for the area where the event will take place, must be informed when and consulted with for major events. Councilors must also be informed for public events

The Director Planning, Development and Tourism must be informed where deviations from the policy may occur.

In the event of certain activities being held on a private property, the owners of such a private property will have to comply with certain aspects of this Policy; **save in so far as it will infringe upon the rights of the owner of the private property.**

TYPES OF VENUES TO BE USED

❖ Indoor sports stadiums	❖ Corporate venues/
❖ Outdoor sports stadiums	❖ Theatres
❖ Exhibition halls/stalls	❖ Indoor venues / warehouses
❖ Conference centres	/ basements/parking
❖ Shopping centres	garages
❖ Schools	❖ Outdoor venues
	❖ Street/Beach events

PRE-PLANNING PHASE

Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks.

The South African Police Services must be contacted by the event organizer for the classification of the event in keeping with the Safety at Sports and Recreational Events Act of 2010. The organizer will then produce this certificate at the EPC in their application. The events will be classified as one of the following:

High Risk

Medium Risk

Low Risk

PLAN SUBMISSION PHASE

The Manager: Protection Services/Disaster Management will request a copy of a disaster management plan, from the Event Organizers, 90 days prior to approval by Council.

If such a plan does not exist, or is deficient, the Manager: Protection Services/Disaster Management:-

Must first take such steps as may be necessary to secure compliance by the said organizer; and

May, thereafter, cancel the special event in question if the steps referred to are unsuccessful to secure compliance by the organizer.

Any organizer of a special event must have a Disaster Management Plan ('Disaster Map') for the special event, which plan must, at least, provide for the following, **where applicable**:

Nature of Event:- (Event Plan)

Summary of event including expected occupancy, age, performance profile, standing/seated audience and ticketing arrangements.

Site Plan:- (Detailed Drawings)

Identifying site layout including all structures and roads, fencing, lighting, generators, toilets, first aid pots, disabled persons facilities, car parking, Joint Operations Centre;

Lost children's point;

Floor area;

Emergency Escape routes;

Detail all fire safety measures including means of escape routes and exit widths, and details of access for emergency vehicles.

Site location / stand number / street address;

Emergency vehicle access (minimum 4 meters wide and 4.2 meters high);

J.O.C. location (Joint Operations Centre);

Stage location.

Sufficient personnel to give effect to the execution of such a disaster management plan

Collapsible fencing and barriers

First Aid, Ambulance and Welfare provisions:-

Detail of the first aid organization appointed and agreed numbers, ambulance service appointed and level of agreed provision, welfare provisions.

Evacuation procedures including Emergency fire drills

Firefighting equipment

Crowd control measures

SAFETY CO-ORDINATORS

Identify appointed person and provide copy of roles/duties/job descriptions. This person must be 21 years old or older.

PROVISIONS FOR DISABLED PERSONS

Detail access, viewing areas, wheel-chair provision, concessions and egress provisions for disabled persons.

CAR/COACH PARKING AND TRAFFIC MANAGEMENT

Detail realistic numbers of cars or coaches expected at the event and the proposed private/public traffic management plan for pre and post event.

COMMUNICATIONS AND NOISE CONTROL

Detail the methods of communication to be used between personnel on-site and the provisions to assess and maintain minimum noise levels.

LIGHTING AND POWER SUPPLY

Provide full details of all lighting including emergency lighting to the entire event area (including car parks) to current regulations.

STEWARDED/SECURITY:- SECURITY MEASURES

Detail the stewarding/security firm appointed and proposed numbers and relevant experience.

TOILETS, CATERING AND DRINK WATER

Detail the number and location of all these facilities with names of suppliers.

ENVIRONMENTAL ISSUES

Detail proposals for litter collection pre-/during-/post event. Environmental management, Public amenities to be part of events committee

TV/MEDIA PROVISIONS

Detail all locations to be occupied by TV/Radio/Photographic crews, and access requirements to all required locations including Kouga Municipality's Internal events.

CONSTRUCTION/DECONSTRUCTION PLAN

Detail the manner by which the site and all areas of public roads will be set-up to provide the licensed area and returned to their original condition as soon as possible following the event.

All works must be planned to enable all areas to be used in a safe and satisfactory manner to the complete satisfaction of the Local Authority and other agencies as necessary.

NB: Detailed Event Plan to be drawn up and submitted for approval three (3) months prior to the event.

SAFETY REQUIREMENTS FOR ALL EVENTS

Egress and Ingress

Adequate means of escape to evacuate premises to a safe area for people present.

Escape doors must be clearly indicated with photo luminescent signage and doors to have approved locking devices (as approved by the Local Authority).

Escape routes to be unobstructed at all times. People should be able to walk safely along clearly recognizable routes by their own unaided effort. Doors to open in direction of travel and maintained in satisfactory condition.

For temporary structures such as marquees, refer to Annexure "A" – Marquees.

Shows and exhibitions: Aisle width to be at least 3m and no trading to take place in aisle space.

EMERGENCY LIGHTING

Emergency lighting: In addition to the normal lighting arrangements, emergency lighting should be provided as determined by the fire safety representative.

The emergency lighting supply should come from a source of electricity independent of normal lighting to provide lighting to Exit signs located around the venue for directional purposes and located above the final exit doors.

Emergency lighting to give sufficient light for at least 60 minutes.

All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.

ELECTRICAL

Electrical certificates of all electrical work done to be handed to Fire Safety Official.

Electrical cabling to be covered with an approved ducting method or below ground level.

Overhead cabling to be at least 2.1m high.

Event organizers must comply with the fees for connection and hourly tariffs where stipulated.

TEMPORARY STRUCTURES

Structural engineer to certify all structures including marquees, stages, stands, grandstands, screens, and suspended lights or sound equipment.

FIRE PRECAUTIONS: - FIRE SAFETY

Fire equipment to be clearly indicated, mounted and serviced annually.

A 1m² clearance to be kept around fire equipment and to be accessible at all times.

All fire equipment to conform to SABS standards.

Sprinkler Systems: The performance of sprinkler systems may not be impeded in anyway.

Open Flames: Written permission must be obtained from Fire Safety.

Braai Areas: These should be demarcated and so positioned to limit smoke travel and fire risk.

Liquid Petroleum Gas: Indoors, a maximum of 1 x 19kg cylinder or 2 x 9kg cylinders may be used.

Special effects and Pyrotechnics: Written application with a site plan to be submitted to Fire Safety. Applicant is responsible for SAPS clearance and permits.

DÉCOR

All combustible wood and additional material to be used for décor such as draping, curtains, partitions, and floor, wall or roof coverings where required, to be treated with a flame retardant.

A certificate of proof to be presented to the Fire Safety Official.

Curtains across exit doors should be arranged so as not to trail on the floor; they should be open from the centre and will only be permitted where stewards are present at all times.

Fire Safety may limit the amount of coverings used for décor and prohibit the use in certain locations or insist on additional fire protection measures.

Vehicles: A maximum of 10 litres of fuel is allowed in the fuel tank of a vehicle, in a display area. The battery of such vehicle must be disconnected.

EMERGENCY VEHICLES

Adequate entrances and exits for emergency vehicles and staging area.

PUBLIC PARKING

Parking areas for private vehicles. This must be addressed to minimize risk of fire spread, e.g. (dry vegetation).

BARRIERS

If barriers or collapsible fencing are used, the Disaster Management and Fire Safety Officials should be consulted with so as to comply the regulations and requirements.

JOINT OPERATIONS CENTRE

All relevant stakeholders to be notified of JOC meetings (Disaster Management to coordinate).

INSPECTIONS

Disaster Management and Fire Safety and environmental management, traffic services, law enforcement will conduct inspections prior to and during the event.
Environment

SAFETY CERTIFICATE

Event Organizers must obtain a Safety Certificate from the chief fire officer or preventions officer Services/Disaster and submit it, unless this requirement has been waived by the Events Committee.

MULTI AGENCY MEETING

A minimum of 14 days after receipt of an application, the Chief: Protection Services/Head: Disaster Management will call a multi-agency meeting.

Municipal Services, emergency services, relevant other role-players and the applicant will be invited to attend this meeting.

It will be of assistance if the Event Safety Co-Ordinator and a representative/s of the security firm/s and/or any other organizations involved with the event also attend.

The purpose of the multi-agency meeting is to discuss the proposals and the event as a whole.

SITE INSPECTIONS PRIOR TO EVENT COMMENCEMENT

The relevant officers of the local authority and/or, members of the multi-agency team will carry out various site inspections prior to the day of the event.

The applicant will be invited to attend these inspections.

Twenty four (24) hours prior to the event, a site inspection will be carried out by the above, with any minor items outstanding being re-inspected as necessary prior to a final site inspection.

A lighting and sound check may be requested prior to the event at an agreed time.

The final site handover will be held a day prior to the event.

SITE INSPECTIONS DURING THE EVENT

The local authority reserves the right to inspect the site and its infrastructure during the event to ensure that the License Holder is complying with the terms and conditions of the Agreement.

Meetings will be arranged as and when necessary with all relevant agencies to discuss any issues that require attention.

In the case of an event held on consecutive days, multi-agency de-brief meetings may be held on the morning of each show day with a view to rectifying any issues arising from the previous day.

SECURITY/COSTS

All security/costs must be paid 21 days prior to the event.

Deposits for ***closed events are refundable.***

Deposits for ***open events are refundable after the post-event inspection of the site.***

Churches, charity organizations, NGO's etc. must pay the applicable daily tariff for services, i.e. refuse removal, electricity point, etc.

PUBLIC LIABILITY INSURANCE

Proof of public liability insurance must be submitted by the event organizers, written 21 days after the approval by the Events Committee.

INDEMNITY

All applicants must indemnify the Council against claims of whatsoever nature or injuries to persons which may arise from hosting the event.

LIQUOR LICENCE

Proof of a Special Events Liquor License must be submitted by the event organizers within 21 days after the approval by the EPC.

SOCIAL DEVELOPMENT FUND

Event Organizers/Companies may contribute a donation either in cash or kind to the Social Development Fund.

The Fund will be used for all matters associated with corporate social responsibility projects in Local Economic Development and Tourism.

Events organizers must also report to Kouga Local municipality about the number of jobs created by the Event.

APPLICATION GUIDELINES FOR HOSTING EVENTS

The following guidelines should constitute the requirements for hosting events within the area of jurisdiction of the Kouga Local Municipality:

EVENTS PLANNING COMMITTEE (EPC)

This committee is required as per the Act to meet to discuss all applications received.

Co-chaired by Kouga Municipality and SAPS

The Events Planning Committee should be chaired by SAPS and co-chaired by the Director for Department Planning Development and Tourism Kouga Municipality. In the absence of SAPS it will be chaired by the Director or Proxy.

It is comprised of all relevant role players such as the following:

- Traffic Department – Local and Provincial
- Fire Department – Local and Regional
- Disaster Management – Local and Regional
- Environmental management
- Environmental health
- Public Amenities
- Provincial EMS
- Security service provider
- Medical service provider
- Environmental Manager when necessary
- LED&Tourism Manager
- Media and Communications Officer
- Ward Councillors **(when necessary)**
- NSRI

AGENDA FOR EVENTS PLANNING COMMITTEE (EPC)

Event Organisers will be expected to attend and present the following items at the EPC:

- Submission of event application and risk assessment to National Commissioner
- Event details, name, programme when and where
- Public Liability Insurance
- Medical plan
- Safety plan – security provider on board with safety officer
- Crowd control
- Emergency evacuation plan
- Vehicle parking arrangements
- Emergency medical measures
- Fire measures
- Traffic Services
- Catering, Vendors/ Food stalls
- Certificate of Acceptability
- Liquor control if applicable
- Liquor Licence
- Temporary Structures such as tents or stages and engineers certificates
- Layout of the event
- Waste management plan
- Population certificate
- Communication and marketing plan
- Air pollution/noise control
- Power supply
- Cash management(Ticket sales)
- Ablution facilities

Submission of event application and risk assessment to National Commissioner

- Fax or email or hand deliver the application form – sample supplied
- No presentation can be made to EPC without application for risk completed
- Return letter from SAPS with categorisation awarded to the event
- New application for each event

Event details, name, programme when and where

- All relevant details of the event

Public Liability Insurance

- Proof of this insurance must be shown at the EPC presentation
- Valid for the period of event set up and break down too
- Minimum of R1 million

Medical plan for Kouga

- On letterhead of the medical service provider
- Full plan of deployment during the event
- Must notify all hospitals in the vicinity or which will be utilised in case of emergency during the event

Safety plan – security provider on board with safety officer

- on letterhead of the security service provider
- PSIRA compliant and registered – Special event accredited security officers
- Full plan of staff compliment as well as roll out plan
- Stipulate actions to be taken in all scenarios

Crowd control

- Measures in place to manage crowds such as crowd barriers, fencing
- PA system or loudhailer available
- Sufficient manpower in case of stampede with the necessary expertise to handle such situations

Emergency evacuation plan

- What to do in emergency – steps to follow in writing and all crew briefed
- Who will take the lead and make the necessary calls – need to Safety Officer
- Mass casualty area
- Time frame attached to this plan

Vehicle parking arrangements

- clear indication with permissions for designated parking areas
- Fees to be charged?
- Car attendants or volunteers to assist
- Signage
- Limit liability in terms of parking signage
- Get input from Traffic Department

Fire measures

- Fire extinguishers in place and checked for servicing
- Evacuation routes
- Indoor draping not over fire equipment/sprinkler systems
- Flammable materials
- Open fires
- Consider wind

- Work in conjunction with Fire Department
- Fire certification up to date

Traffic Services

- Road closures, Events organiser must provide the signage, advertise in the local newspaper.
- Routes for events such as road races, cycling races, rally
- Assistance with VIP escorting
- Traffic calming measures
- Barricading
- Notices and signage required
- Additional fees for Traffic staff

Catering, Vendors/ Food stalls

- Certification up to date – work with Health inspectors
- Ensure that stalls are safe for cooking purposes – inspection with Fire Department at the event
- Ensure required equipment like fire extinguishers are in place
- Display certificates in stall during event

Liquor control if applicable

- Ensure application is made well in advance
- Work in conjunction with local SAPS
- Display copy of certificate at the event
- Notices must be displayed for no underage drinking
- Spot checks during the event
- Demarcated liquor sales area

Temporary Structures such as tents or stages

- All structures must be signed off by structural engineer
- Work in conjunction with local Fire Safety officials
- Check on the weather – wind predications
- Ensure that signage is in place for evacuation – exit signs, no smoking
- Other structures also need to be checked – e.g. school pavilions
- Copy of certificate from engineer to be in file

Layout of the event

- Schematic layout of the event indicating all the structures, exit and entry points etc
- Layout must be made available for all relevant role players
- Layout must be available in VOC

Waste plan

- Have enough infrastructure
- Work in conjunction with private service providers and local role players such as Waste Department
- Recycling – Go Green!

Population certificate

- Population certificate – inside in the tent or hall or open field
- Issued by Fire Department
- Must be on display at the event or in the building

Communication and marketing plan

- Using all available platforms to inform the neighbours and local inhabitants of the event
- Check the local events calendar for clashes

Air pollution/noise control

- Issued by Environmental Services for any outdoor event with music or sound systems
- Provides the limits of decibels for the sound
- Spot checks in the case of complaints

Power supply

- COC to be issued by certified Electrician
- Work in conjunction with local Fire Safety officials
- Ensure proper planning with enough supply such as 3 phase
- Emergency back-up – e.g. Generator, lights
- Check extension cords being used as well as extension plugs – fire hazard
- Pay connection fees and hourly rates

Cash management (Ticket sale)

- Security at till points
- Cash in transit arrangement
- No ticket sales at venue
- No pattern to cash drops

Ablution facilities

- Ensure the necessary ablutions available – hire in additional mobile facilities
- Cater for disabled persons
- Ensure janitor services available
- Supply hand washing facilities
- Work in conjunction with local Environmental services

Role of various stakeholders & practical implications:

- All relevant role-players to be present at each EPC meeting to provide input in terms of presentations by Events Organisers
- All event organisers to supply a file with copies of all plans and certificates to the following:
 - One file for SAPS – relevant station
 - One file for Disaster Management
 - One complete file on site
 - One file for EPC Chairperson
- A suggested document to be created with each applicant/event and feedback in terms of the actual event
- Visit the event as a team – consisting of a representative from each department to check on compliance as well as issues as per the file provided by the Event's Organiser
- Communicate in writing with Events Organiser in order to have a paper trail
- Establish an events calendar
- Ensure that event organisers deliver as per their presentations through doing spot checks
- Try and attend the set up / build-up of events for safety issues

MANAGEMENT OF THE KOUGA EVENTS CALENDAR

In order to improve planning for events, an official Kouga Events Calendar will be published on the KM website and updated monthly.

The management of the calendar will be the responsibility of the Planning, Development and Tourism Department. Kouga Municipality will not consider any Events for Festive Seasons after October annually. Media notice will be published annually on Municipal Website and Local News Papers for cut of date on all Applications.

All hosting departments are required to submit their event dates to the Planning, Development & Tourism Department for inclusion in the Events Calendar. Hosting Departments will be advised of successful inclusion or if an event presents a significant clash, in which case a mutually agreed upon solution will be found.

Time Frames for Consideration of Events by Kouga Municipality

Subject to applicable criteria, the following timeframes below will apply:

Size	Crowd Size/No Of PARTICIPANTS	Minimum Time For Submission of An Application To The Kouga by The Event Organiser Before The Date Of An Event [All Required Information Relating To The Application Must Be Submitted	Minimum Time For Kouga Municipality To Respond To An Application For Staging An Event	Appeals To Be Lodged By Applicant With Kouga Within	Appeal To Be Decided By Kouga Within
Small	50 to 2000	15 working days (3 weeks)	10 working days (2 weeks)	24 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	24 hours of receipt of written notice of appeal
Medium	2001–5000	20 working days (4 weeks)	15 working days (3 weeks)	48 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	Within 48 hours of receipt of written notice
Large	5001–10 000	25 working days (5 weeks)	20 working days (4 weeks)	48 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	Within 3 working days
Very Large	10 001–above	60 working days 3 months (minimum, 6 months ideal)	40 working days (2 months)	48 hours of receipt of written notice from the Kouga indicating failure to resolve conflict	Within 5 working days

NOTE:

1. 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.
2. If a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. 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)

EVENTS SUPPORT

Partnership with events organizers

Below is a list of guidelines indicating the types of events the KM may wish to partner:

- Events that attract a high proportion of visitors to Kouga e.g. festivals, sporting competitions etc;
- A media attraction, particularly international and national media;
- Events that provide the Kouga with marketing opportunities;
- Demonstrates a positive economic, social and environmental impact;
- Supports the Kouga facilities and Strategic Assets;
- Events that address seasonality in the Kouga Events Calendar;
- Applies responsible tourism and sustainable living principles;
- Events that apply event greening principles;
- Information on trading opportunities for local traders;
- Job creation opportunities as a result of the event;
- Information on local suppliers;
- Lasting legacies from the hosting of the event.

Event Support Requirements

A hosting department can only contemplate supporting an event if the hosting department has the required funds in the approved budget.

Types of partnerships

The KM may choose the level of partnership it wishes to enter into with an event organizer. The resulting partnership may be defined in the following categories:

A. Sponsor	The KM may choose to partner with an event organizer by purchasing a rights package in return for a financial transfer.
B. Commercial partnership agreement	The KM may choose to partner with an event organizer by absorbing some of the upfront costs of staging the event and sharing in the revenue.
C. Event Organizer	The KM may choose to create events to achieve strategic objectives.
D. Enabler	The KM creates an event-friendly environment, enabling event organizers to obtain the necessary guidance and approvals for their events. This includes facilitating the promotion of low-carbon event delivery in keeping with the KM's support for developing a green economy and ensuring a positive legacy from the event.
E. Coordinator of KM services	The KM creates an enabling environment for events by creating a co-ordination function which enables event organizers to interact with all required KM services.

Financial and legal mechanisms to facilitate partnerships with financial implications

Partnerships with events organizers can be facilitated through the following financial and legal mechanisms:

A. Cash transfer	Facilitated through a commercial sponsorship agreement or a MOA with a municipal strategic partner
B. Inter-departmental transfer	Facilitate the provision of KM services at events.
C. SCM Processes	Must be adhered to at all times.
D. Revenue sharing model	Facilitates the KM's participation in revenue generation income streams to offset costs.

Application process for event support

Event organizers are required to submit an application for event support to the KM.

The application should be aligned to the guidelines as outlined below.

Applications for event support must be made as far in advance as possible in order to facilitate the decision-making processes.

Event funding applications received less than 90 days before the anticipated event day will not be considered.

In anticipation that application submission will be facilitated by an electronic application system through an events portal in the future.

Event Application form attached as Annexure "A"

Decision-making process for event support with a financial transfer

Type of Event	Mechanism
Annual Events	The KM will develop a list of events that it wishes to support annually. These events will form part of the budget process.
Event support applications	All event support requests received through the event support application system will be considered by the Events Planning Committee.

Decision-making process for event support without a financial transfer

The KM regularly receives requests for support that do not have financial implications, for example:

Type of Event	Mechanism
Letters of support for booklets and publications	Requests for letters of support for publications must be sent to the Office of the Municipal Manager. Only letters signed by the Municipal Manager will be considered official.
Appearances or representation at events	Requests for appearances or representation at events should be sent to the Office of the Executive Mayor and / or Director PD&T
Event permit process	An application for an events permit, must be submitted to the PD&T Department.
Event logistics assistance	Event organizers, e.g. National Departments can request the KM to assist them with local logistics and planning for events.

Reporting

The Planning, Development & Tourism Department will regularly provide reports to the Portfolio Committee for Planning, Development & Tourism for supported events.

Guidelines for event support applications

In addition to the guidelines outlined in this document, the provision of the following pertinent information will be required in order to assess the reputational and legal risk the KM may expose itself to by partnering with an event:

- 1) Company board members and the management teams experience in organizing previous events;
- 2) Event track record (if the event was previously organized);
- 3) Any research information, including economic and environmental impact studies;
- 4) Carbon footprint of the event, or an indication of measures to reduce energy demands/waste and to limit the impact on sensitive environments;
- 5) Other event partners, particularly sponsors and media partners;
- 6) The financial model of the event;
- 7) Information on the beneficiaries of the proceeds from the event including whether the fundraising purpose of the event is for profit or non-profit.

EVENT PERMITS

Event permits are required for hosting events in the Kouga area.

Event organizers are required by law to apply for an event grading from the South African Police Service.

Event organizers are required to comply with all applicable laws.

PENALTIES FOR CONTRAVENING MUNICIPAL EVENTS POLICY

(Notwithstanding any other fines which may be imposed in terms of any other law, these fines may be imposed for contraventions of the Events Policy and may be additional to such fines)

SECTION	OFFENCE	FINE	FINES FOR REPEAT OFFENDERS [SECTION 8(5)]
4(1)	Holding an event without a permit	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R10 000 R50 000 R100 000 R150 000
7(a)	Holding an event in contravention of the Events By-law or any other law	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R10 000 R50 000 R100 000 R150 000
7(b)	Failure to ensure that the conduct of persons attending an event and the activities undertaken or carried out do not disturb the neighbouring community and residents	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R20 000 R80 000 R200 000 R300 000
7(c)	Failure to ensure that a compliance notice issued by the Events Permit Officer is complied with	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R20 000 R80 000 R200 000 R300 000

8(1)	Failure to comply with a compliance notice issued by the Events Permit Officer or Law Enforcement Officer	Small event – R1 000 Medium event – R5 000 Large event – R10 000 Very large event – R15 000	R50 000 R100 000 R400 000 R600 000
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INTER-GOVERNMENTAL CO-ORDINATION

Inter-governmental participation is required as events organizers often approach more than one sphere of government for support and participation in an event.

In addition, some provincial and national departments such as the Department of Cultural Affairs and Sport, Department of the Premier, Department of Economic Development, Department of Environmental Affairs, Department of Arts and many others, may provide event organizers with grants towards hosting events in Kouga.

The KM's PD&T Department will be responsible for the set-up of an information sharing forum where inter-governmental co-ordination is established for discussing strategies, objectives and co-operation at events.

This forum will meet regularly as required.

HOSPITALITY AT EVENTS

The KM may, from time to time, wish to host media launches and/or hospitality at events at, for example, events taking place at strategic assets, or as part of the rights package. The purpose of hosting guests may be part of a strategy to promote the KM's strategic assets, Council facilities or as part of a marketing activation activity.

The service may include the provision of the following: Hospitality area/venue rental, catering, beverages (including alcohol), hiring of entertainment, décor rental, furniture rentals.

The relevant KM Director approves the provision of hospitality events.

EVENT MARKETING

Marketing activities for events include the placement and production of posters, pamphlets, advertisements in the press, publications, outdoor billboards, flag poles, mobile advertising platforms and digital marketing platforms.

Event hosting departments may activate these activities at events provided there is sufficient budget and the necessary supply chain management processes are followed.

Event hosting departments must inform the PD&T Department of planned activities in order to ensure co-ordination with other Kouga event activities. Events Organizers must apply to PD&T Department (town planning section) for the necessary permission to erect posters and banners.

EVENT SERVICES

KM hosting departments may need to procure event services in support of events.

Event services include, but are not limited to: Fencing, private security, toilets, stage, sound and technical, electrical generators, professional event organizers, safety officers, temporary infrastructure, cleansing and waste management, volunteers, promotional clothing, staff catering, public transport provision, dedicated transport (busses), corporate gifts, venue hire, road closure adverts, road/traffic signage, professional speakers/programme directors, entertainment and consultants for monitoring and evaluation.

Event hosting departments may procure KM services including, but limited to: Law enforcement, traffic services, disaster management, fire services, water, health, cleansing, electricity, poster stickers and lamp pole hiring for event flags.

Event hosting departments may procure event services, provided there is sufficient budget and that it is in alignment with the supply chain management process.

THE ROLE OF KM STRUCTURES AND DEPARTMENTS

Role of KM hosting departments

KM hosting Departments may initiate events and initiate bids to host events.

Hosting Departments can organize and project manage events relevant to their functional area, if the events are relevant to their business plans.

If an event is project managed by the PD&T due to its significance to the KM, the relevant functional department will be a co-hosting department and responsible for providing developmental content.

Role of KM service departments

To ensure that events comply with the applicable legislation.

To ensure that events are safe.

To ensure that access to event services is aligned with the KM's strategic objective through accessibility to services.

Roles of the sub-councils in event support

Sub-councils participate in events, through their delegations and budgets, as events organizers providing event support and approving the use of local facilities.

Events hosted in sub-councils must comply with the Safety at Sports and Recreation Events Act, 2010.

IMPLEMENTATION, EVALUATION AND REVIEW

This Policy framework is important for the management of events in the Kouga area. It provides an administrative procedure for the management of events.

The Events and Entertainment Policy will be implemented once approved by Council.

Monitoring and evaluation will be performed by the Planning, Development and Tourism. Directorates are to advise the Planning, Development and Tourism Department of any blockages within the policy implementation framework.

Changes in legislation must be taken into account for future amendments to this policy.

Any amendments to this policy must be re-submitted to Council for review and approval.

ANNEXURE "A"

CHECK-LIST

A. Have you: (Tick box(es) applicable)

1. Read and understood Annexure B to this form?
2. Applied for and received confirmation of
SAPS Risk Assessment for the event?
3. Compiled a Safety Plan for event?
4. Liaised with Traffic Department regarding
traffic control (if necessary)?
5. Applied for Certificate of Acceptability (for
food stalls / catering)?
6. Applied for a Liquor License (where applicable)?
7. Informed the Ward Councillor in whose Ward the
Event will take place?

B. Please ensure that you have completed and attached the following documents before submitting your application:

1. Application: Annexure A
2. Addendum to Annexure A (if applicable)
3. Indemnity Form
4. SAPS Risk Categorization *
4. Safety Plan
5. Route Map (if applicable)

* **SAPS RISK CATEGORIZATION** – forms to be completed and sent to the address / e-mail address / fax number stated on the form – **NOT TO THE KOUGA MUNICIPALITY.** (SEE ANNEXURE C).

ANNEXURE A

**Kouga Planning, Development and Tourism Department
16 Woltemade Building
P O Box 21
Jeffreys Bay
6330**

Tel: 042 200 2229

Email: vyake@kouga.gov.za

APPLICATION FOR AN EVENT IN KOUGA AREA

NAME OF EVENT: _____

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**

If **Yes** Please Provide Details:

- **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.

ADDENDUM: ANNEXURE A

To be completed if event includes a parade/ procession/ closing of roads/ making use of public roads in any way

Date: _____

Assembly Point: _____

Starting Location / Road(s): _____

Starting Time: _____

End Location / Road(s): _____

End Time: _____

ROUTE:

PLANNING, DEVELOPMENT AND TOURISM DEPARTMENT
KOUGA MUNICIPALITY

INDEMNITY FORM

I, (full name)
(Print)
ID No.

In my capacity as of
..... (Full name of institution) being
duly authorized 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

ANNEXURE B

KOUGA MUNICIPALITY
OPERATIONAL REQUIREMENTS {updated to be inline with the policy}

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

The Kouga Municipal Planning, Development and Tourism Department must be contacted to submit an application and confirm the application details and requirements, Tel: 042 2002 229 Email: vyake@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 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.

* **South African Police Services Risk Assessment Application:** (Refer **Annexure C**)

Note: **Section 6 of the Safety at Sports & Recreational Events Act, Act 2 of 2010 applies and will not be deviated from.**

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	<u>MINIMUM TIME BEFORE ADVERTISING or PUBLICISING AN EVENT TO SUBMIT AN APPLICATION TO THE MUNICIPALITY **</u>
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 all water based even events must submit an application.
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 Municipal 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.

C. Event Plan

- An Event Plan must be submitted by the Event Organizer to the Kouga Municipal LED&I Tourism Department.
- A summary the Kouga Municipal Events application requirements is presented below, which the Event's Organizer must comply with, including but not limited to:
 - a. An Events Application Form 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 necessary.
 - 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.

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT 2/2010

SECTION 6 (3) APPLICATION

**The National Commissioner
SOUTH AFRICAN POLICE SERVICES**

c/o Colonel A Siva
Division: OPERATIONAL RESPONSE SERVICES
Section Commander: MAJOR EVENTS
SOUTH AFRICAN POLICE SERVICE
Pretoria

Per e-mail: disaster-manage@saps.gov.za
Facsimile: 040-6087250

Dear Sir

APPLICATION FOR EVENT RISK CATEGORIZATION I.T.O SECTION 6 (3) OF THE SAFETY AT SPORTS & RECREATIONAL EVENTS ACT, 2010 (ACT NO. 2 OF 2010) – (Name; nature; venue & date of event)

Please find set out below an application i.t.o. Section 6 (3) of the Safety at Sports & Recreational Events Act (hereinafter referred to as "*the Act*") for risk categorization in respect of the following event:

SECTION 1 - EVENT DETAILS

- 1.1 Name of Event:
- 1.2 Nature/ Type of Event:
- 1.3 Event Venue/ Stadium/Route:
- 1.4 Local Authority certified safe spectator capacity of the Venue/ Stadium:
- 1.5 Physical Address of Event Venue/ Stadium:
- 1.6 GPS Co-ordinates of Event Venue/ Stadium:
- 1.7 Day & Date of Event:
- 1.8 Scheduled Commencement Time of Event:
- 1.9 Anticipated Duration of Event (spectator access time to closure of venue):

- 1.10 Popularity/ reputation of the event:
- 1.11 Expected spectators / participants attendance:
- 1.12 Any VIP's/ VVIP's/Ministers attending/ participating in the event:
- 1.13 Suitability of the Stadium/Venue/ Route:
- 1.14 Historic record of safety, security and medical incidents at similar events:
- 1.15 Any relevant crime statistics and crime trends:
- 1.16 Any threat analysis information regarding the event:
- 1.17 Any information with reference to the sale and consumption of liquor at the event:
- 1.18 Relevance of the outcome of a competitive event:
- 1.19 Level of rivalry between competing sports teams or sports persons participating and /or any tension/ rivalry which may exist between the supporters:
- 1.20 Positions of the teams on the league or rankings of the persons participating:
- 1.21 Any international, national, local social, economic, political, or security related factors which may have an impact on the event from a safety and security perspective:
- 1.22 Availability of police officials, emergency and essential services to assist at the event:
- 1.23 Weather or other natural conditions which are anticipated before or on the day of the event:
- 1.24 The nature of pre-event spectator entertainment and marketing promotions contemplated in Section 4(1):
- 1.25 Any other factor that the National Commissioner must take into consideration:
- 1.26 Nearest SAPS Police Station:

SECTION 2 - RESPONSIBLE PERSONS (Section 4(1) of the Act)

2.1 Event Organizer:

2.1.1 Contact Details:

- Contact Person:
- E-mail address:
- Mobile No.:
- Telephone No:
- Postal Address:
- Physical Address:

2.2 Stadium/Venue Owner:

2.2.1 Contact Details:

- Contact Person:
- E-mail address:
- Mobile No.:
- Telephone No:
- Postal Address:
- Physical Address:

2.3 Controlling Body:

2.3.1 Contact Details:

- Contact Person:
- E-mail address:
- Mobile No:
- Telephone No:
- Postal Address :
- Physical Address :

SECTION 3 - CONFIRMATIONS

I/We confirm that:

3.1 I/We have/have not previously submitted an annual schedule of events as contemplated in Section 6 (1) of the Act. (Delete where not applicable);

3.2 I/We have/have not previously received a risk categorization in respect of our submitted annual schedule of events from the National Commissioner of the South African Police Service as contemplated in Section 6 (5) of the Act. (Delete where not applicable);

3.3 There is/is not a valid and current existing stadium or venue safety and grading certificate in place for the stadium/venue, as contemplated in Section 8 of the Act, which will still be valid on the day of the event. (Delete where not applicable);

IF NO CERTIFICATES REFERRED TO IN PARAGRAPH 3.3 ARE IN PLACE - WRITTEN REASONS MUST BE SET OUT BELOW AS TO WHY SUCH CERTIFICATES ARE NOT IN PLACE:

.....

.....

.....

.....

.....

.....
.....

3.4 I/We have just initiated plans for the event;

3.5 This application satisfies the short notice requirements of Section 6 (3) of the Act:

3.5.1 Furnish written reasons here as to why requirements i.t.o. Section 6(1) of the Act i.e. submission of an annual schedule of events could not be complied with in respect of this event:

.....
.....
.....
.....
.....
.....
.....

SECTION 4 - ADDITIONAL FACTORS FOR CONSIDERATION BY THE NATIONAL COMMISSIONER TO DETERMINE THE RISK CATEGORIZATION OF THE EVENT

We respectfully submit that the following factors should also be considered by the National Commissioner in determining the risk categorization in respect of this event:

4.1 I/We have/do not have historical experience in the holding of similar events of a similar size (delete where not applicable);

4.2 I/We have appointed/ensured the appointment of an Event Safety Officer to oversee the safety & security planning requirements of Section 4 (9) & 23 of the Act are in place:

Name of Event Safety Officer:

Contact Details:

- E-mail address:
- Contact No:

4.3 There will/will not (Delete where not applicable) be controlled liquor sales to the general public at the venue/ stadium i.t.o. existing protocols with the local SAPS;

4.4 SIRA registered and Private Security Industry Regulation Act compliant security providers who have worked at the stadium/ venue previously will provide access control & general in-stadium/ venue security and safety stewarding services on the day;

4.5 Both provincial & private sector medical emergency services will be deployed at the event for the safety of event participants and the general public;

4.6 There are no material historical medical incident trends at similar events hosted previously at the venue which could have an impact on the safety of spectators at the event;

4.7 We have notified, in writing, the nearest police station - (name of nearest SAPS Station) of the details of the event.

SECTION 5 - EVENT RISK CATEGORIZATION RECOMMENDATION

We respectfully submit, with reference to all of the information set-out above, that the event should be categorized as **LOW RISK/ MEDIUM RISK/HIGH RISK** (Delete where applicable)

I/We await your event risk categorization of this event.

An event briefing meeting has been scheduled at the event venue at on

..... (date and time)

Kind regards

For and on behalf & duly authorized by
(Full legal name of Event Organizer)

APPROVED ON: 30 MAY 2019

COUNCIL RESOLUTION NO: 19/05/LED6



C DU PLESSIS
MUNICIPAL MANAGER

3 June 2019

DATE