



EVENTS APPLICATION FOR USE OF PUBLIC OPEN SPACES OR BEACHES

mmoolman@overstrand.gov.za

ph: 028 3138141

APPLICANT CLASSIFICATION

Please tick the appropriate box

Non-profitable Organisations	
Profitable Organisations	
Creches / School	
Religious / Church	
Private person / Individual	
Government	
Other: Please specify	

APPLICANT DETAILS

Name of Organisation / Person: _____ E-mail _____

Contact Person: _____ Cell: _____

Physical address of organisation / person: _____

TYPE OF EVENT

Please tick the appropriate box

Sport / Action	
Concert / Music Festival	
Charity / Fundraiser / Awareness / Commemoration	
Carnival / Parade / Minstrel Events	
Fetes / Markets	
Weddings / Birthdays	
Ceremonial Events / Annual rituals / Cultural	
Awards / Launches / Exhibitions	
Corporate / Private Party	
Religious Festivals / Events	
Fireworks / Pyrotechnic Displays	
Overstrand Municipality Corporate Event Switch on of Festive Lights	
Other: Please specify	

LOCATION / VENUE

Please tick the appropriate box

Amphitheatre		Beach		Gardens / Park	
Parking area		Public Open Space		Private property	
Resort / Camp site		Road		Sport grounds	
Nature Reserves (NEMPAA Areas):	Fernkloof		Kleinmond		Rooi - Els
Other: Please specify.					

LOCATION / VENUE DETAILS

Event location / venue name: _____

Event location / venue physical address: _____

Please attach all maps indicating exact location / route of event / demarcated area

Date(s) of event: _____ Time from: _____ to: _____

Brief description of event: _____

Erf nr _____

Please attach additional documents e.g., program.

Size	Tick the block indicating to the size of event	Category – Attendee / Participation Size	Minimum time for an event application to be submitted to the Municipality
Small		50 - 500	1 month
Medium		501 - 2000	2 months
Large		2001 - 5000	3 months
Very Large		5001 - above	6 months

EVENTS APPLICATION REQUIREMENTS

COSTS

(Excluding other services e.g., Refuse collection, Electricity, Traffic assistance, other submission fees, etc.)

Events: Any Public Open Space, Gardens, Nature Reserves, Parks, Caravan Parks, Camping Sites and Resorts (As per the Event By-Law and Policy) Profitable Organisations, sporting events, markets, music festivals etc as per the Events By-Law and Policy	R8 000.00 Per event
Events: Any Public Open Space, Gardens, Nature Reserves, Parks, Caravan Parks, Camping Sites and Resorts (As per the Event By-Law and Policy) Non-profitable Organisations, birthday parties, weddings, creches, school events, religious events, awareness	R 500.00 per event

2023/24 financial year, including 15% VAT

Please note:

Payments can be made electronically:

Overstrand Municipality

Nedbank

Universal Branch Code: 198765

Current Account – 1190136678

Ref nr. (client name) _____

Proof of payment must be forwarded to the contact details as per heading.

Unique key: 20210629095095 / 11650100760000 tariff - use of grounds

20210629095091 / 11610100760000 tariff – use of beach

Please tick all applicable services / certificates / actions / applications

Alcohol sales / consumption		Posters / Banners / Branding	
Amplified sound / Public address system		Road closures / Traffic control	
Drone		Helicopter landings	
Electricity (temporary kiosk)		Waste removal / bulk bins	
Food stalls / vending / Catering		LP Gas certificate	
Structures / marquees / tents / containers / stage <i>Please note that a population certificate must be applied for when submitting a temporary structure application of a tent, marquee, or stage.</i>		Population Certificate	
Road/ Trail/ Path/ Direction Markers <i>Please note that markers MUST be removed within 24 hours of the event. NO permanent paints or markers of any kind may be used, including, but not limited to markers on existing structures</i>			

DOCUMENTATION TO BE SUBMITTED AS PART OF THE EVENTS APPLICATION

*Please note that the events application must include all relevant documents listed below (as annexures) to be considered a full application. Only full application (all annexures attached) will be accepted and evaluated. Please **do not** submit the annexures separate from the events application form i.e., bit by bit.*

Documentation required and guidelines / information on the process

Documentation:

OVERSTRAND EVENTS APPLICATION FORM

Guidelines of process:

Obtain events application form from the office of the Senior Manager of the relevant administration.

Office of the Senior Manager: Hermanus: M Moolman - 028 313 8141 - mmoolman@overstrand.gov.za – events application form

Documentation:

PUBLIC LIABILITY

Guidelines of process:

All events applicants must submit proof of public liability. To be submitted as annexure to the events application form.

Disaster Management: Y Scholtz - 082 675 7219 - yscholtz@overstrand.gov.za - Compliance to safety measures – all aspects

Documentation:

SAFETY/EMERGENCY PLAN

Medical Plan, Appointment of Safety Officer/Security Company, Evacuation Plan

Guidelines of process:

To be submitted as annexures to the events application form – Medical Plan to have Provincial approval if medium to very large event. Appointment or commitment letters of service providers must be included.

Disaster Management: Y Scholtz - 082 675 7219 - yscholtz@overstrand.gov.za - Compliance to safety measures – all aspects

Documentation:

SAPS RISK CLASSIFICATION /EVENT SAFETY GRADING CERT.

Guidelines of process:

Forms to be obtained from and submitted to the local SAPS offices or as per their instructions. Risk Classification (outcome) to be submitted as annexure to the events application form.

SAPS: R Du Toit - 028 313 5300 - hermanusvispolcmdr@saps.gov.za - Risk Classification

Documentation:

LAYOUT PLAN/ROUTE /TRANSPORT /TRAFFIC MANAGEMENT PLAN

Road closures, Traffic Services, etc.

Guidelines of process:

All road closures or traffic assistance to be approved by the Traffic Department. Provincial approval required for Provincial Roads. All route maps and traffic management plan to be submitted as annexure to the events application form.

Traffic Department: P De Gruchy - 073 651 3677 - pdegruchy@overstrand.gov.za - Any traffic related issues with regard to an event

<p>Documentation: TEMPORARY STRUCTURES & FIRE SAFETY BDM – Temp Structures/Registered person appointed, Population Certificate, LP Gas Plan</p> <p>Guidelines of process: Temporary structure plan application to be submitted, in hard copy, to the Building Department, no later than 2 weeks prior to the event. Proof of submission must be submitted as annexure to the events application form.</p> <p><i>Senior representative of Building Control Dep.: L Lubbe - 028 313 8944 - liezllubbe@overstrand.gov.za - Temporary structures e.g. tent/stage and approval of temporary advertisement compliance to By-law</i></p>
<p>Documentation: SOUND – EXEMPTION APPLICATION (Noise Permit)</p> <p>Guidelines of process: Application reflecting the signatures of all residents/shops/businesses within a 150m radius to be submitted to the Environmental Department. A copy of the final, signed noise permit, to be submitted as annexure to the events application form.</p> <p><i>Representative from the Environmental Management Section: P Aplon - 072 394 9841 - paplon@overstrand.gov.za - Environmental compliance and Noise exemption applications.</i></p>
<p>Documentation: NEMPA NATURE RESERVE APPLICATION FORM</p> <p>Guidelines of process: Applicant to submit a clear rout/ layout plan to the Biodiversity Management section (all routes must also indicate direction). Watering stations, marquees etc must also be indicated. A copy of the final, signed approval and conditions letter from the Biodiversity Section, to be submitted as annexure to the events application form.</p> <p><i>Representative from the Environmental Management Section: T DRY – 083 366 9490 – tdry@overstrand.gov.za - Environmental compliance and Noise exemption applications.</i></p>
<p>Documentation: COMPLETED AND APPROVED EVENT APPLICATION</p> <p>Guidelines to Process: Application to hold an event with all required documentation submitted and approved by the area manager. If the approved event is to take place in any part of the Fernkloof Botanical Garden, the plan must be submitted to the HBS botsochermanus@gmail.com, with reference 'Event application'. A fee will be levied by HBS dependent on the section of the gardens to be involved, length of time for the event and the anticipated level of impact on the FBG. This fee will be used to contribute to the costs of maintaining the gardens and providing security for the event.</p> <p><i>Representative from Hermanus Botanical Society: Mary Ann Verster: - 028 313 0819 - botsochermanus@gmail.com</i></p>
<p>Documentation: VENDING/CERTIFICATE OF ACCEPTABILITY</p> <p>Guidelines of process: All vendors must have a valid certificate of acceptability and comply with the health and safety regulations of the District Municipality. The acceptability certificate must be on site for the duration of the event. If vendors make use of gas, a LP GAS certificate is needed.</p> <p><i>District Health Officer: N Dreyer - 028 313 1243 - ndreyer@odm.org.za - Compliance to food trade licenses and health issues relating to stalls etc.</i> <i>Chief Fire Officer: E Solomon - 076 011 5052 - esolomon@overstrand.gov.za - Fire safety compliance, LP Gas, and population certificates</i></p>
<p>Documentation: WASTE MANAGEMENT Ablutions, Recycling, Waste removal</p> <p>Guidelines of process: To be submitted as annexures to the events application form</p> <p><i>Office of the Senior Manager: Hermanus: H Dignas - 028 313 8135 - hdignas@overstrand.gov.za - Bulk refuse bins rental - events</i></p>
<p>Documentation: ENVIRONMENTAL/HEALTH PLAN Environmental protection plan/Environmentally Friendly (e.g. NO plastic, Styrofoam)</p> <p>Guidelines of process: To be submitted as annexures to the events application form</p> <p><i>Representative from the Environmental Management Section: P Aplon - 072 394 9841 - paplon@overstrand.gov.za - Environmental compliance and Noise exemption applications.</i></p>

<p>Documentation: TEMPORARY LIQUOR LICENCE</p> <p>Guidelines of process: Apply at local SAPS office – Sgt. Thomas, who will process the forms and submit to Town Planning for zoning compliancy and a supporting letter. The application then goes to the Western Cape Liquor Board to be considered and approved.</p> <p><i>Senior representative from the Planning Dep.: H vd Stoep - 028 313 8906 - hvdstoep@overstrand.gov.za , or S vd Merwe - 028 313 8900 - svdmerwe@overstrand.gov.za - Zoning of venue and comment on temporary liquor licence application for event.</i></p>
<p>Documentation: ELECTRICITY</p> <p>Guidelines of process: The need for temporary electricity supply must be discussed with the Electricity Department in order for a quotation to be issued. Proof of payment for temporary electrical kiosk must be submitted as annexure to the events application form.</p> <p><i>Electrical Dept.: C Naude - 074 893 9246 - SSDH@overstrand.gov.za - Temporary electrical application.</i></p>
<p>Documentation: INDEMNITY</p> <p>Guidelines of process: The applicant must submit the indemnity form as part as annexure to the events application form.</p> <p><i>Office of the Senior Manager: Hermanus: M Moolman - 028 313 8141 - mmoolman@overstrand.gov.za – events application form</i></p>

Kindly note that dependent on the nature, scope and impact of the event, more plans might be required which will be requested as soon as the initial application has been considered.

INDEMNITY DOCUMENT

I,
(Full name)

of
(Full name of institution)

I hereby indemnify and keep the Municipal Council of Overstrand Municipality indemnified against all actions, proceedings, claims and demands, costs, damages and expenses which may be levied, brought, imposed or made against Overstrand Municipal Council on account of such Council having granted permission for the holding of the above stated event.

This signatures below is dual purpose as I am signing the events application form which includes the indemnity.

.....
SIGNATURE

.....
DATE

WITNESSES:

1.

2.