



EVENTS APPLICATION FOR USE OF PUBLIC OPEN SPACES OR BEACHES

Submit application per area to (please indicate with x):

HERMANUS Ms M Middleton 028-313 8112 mmiddleton@overstrand.gov.za	HANGKLIP-KLEINMOND Ms K Gerber Du Toit 028-271 8415 kgerberdutoit@overstrand.gov.za	GANSBAAI-STANFORD Ms M Swart 028-384 8331 mswart@overstrand.gov.za
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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 Event:**
- Name of Organisation / Person:**
- Contact Person:**
- Email:** **Cellphone No.**
- Physical address of organization/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 Municipal 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

1. Event Location / Venue Name:

2. Event Location / Venue Physical Address:

..... Erf No.:

(Please attach all maps indicating exact location/route of event/demarcated area / Submit GIS shape files or komuz files of routes on Nature Reserve)

3. Date(s) of Proposed Event: Set-up: Strike Down:

4. Times of Event (for each day):

5. Brief Description of Event:

..... Erf No.:

(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

Number of Spectators: (NB: Specify for each event day)

Number of Participants: (NB: Specify for each event day)

NB: If event application includes event (temporary) liquor license application, the event (temporary) liquor license application must be submitted at least two (2) months (for small events) and at least three (3) months (for medium to very large events) prior to the event, to the Western Cape Liquor Board.

EVENTS APPLICATION REQUIREMENTS

TARIFF FEES (COSTS) (See Annexure A)

Please note: Payment of application (when/if final approval has been granted) fee may be paid in cash at the cashiers' office in the area as marked above or alternatively an electronic payment to the following bank account *(please send proof of payment to relevant official for the area as indicated on pg. 1)*:

ABSA, Public Sector: Western Cape, Universal Branch Code: 632005: Account No. 3220000035.

Reference: Applicant Name & Event Name

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	
Population Certificate			
Structures / Marquees / Tents / Containers / Stage			
Please note that a population certificate MUST be applied for, when submitting a temporary structure application of a tent, marquee or stage			
Road / Trail / Path / Direction Markers			
Please note that markers MUST be removed within 24 hours of the event. NO permanent paints/markers of any kind may be used, incl., but not limited to markers on existing structures.			

(NB: If event includes a celebratory march or procession, complete Annexure B)

Depending on boxes ticked above, refer to document(s) (*1) required from no. 1 to 15 on what to submit together with this application. Please contact relevant official below if information/ clarity is needed on supporting documents or any other information required.

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.

*(1) Documentation required and guidelines / information on the process

1. OVERSTRAND EVENTS APPLICATION FORM:

NO

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YES

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Please contact Administrator as stated on 1st page)

2. PUBLIC LIABILITY

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YES

☐

Please provide proof/details

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

Disaster Management: L Smith – 028-313 8000 - lestersmith@overstrand.gov.za OR S Mackay – smackay@overstrand.gov.za - Compliance to safety measures – all aspects

3. SAFETY/EMERGENCY PLAN

NO

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YES

☐

If yes, please provide proof/details

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: L Smith – 028-313 8000 - lestersmith@overstrand.gov.za OR S Mackay – smackay@overstrand.gov.za - Compliance to safety measures – all aspects.

PLAN B/CONTINGENCY PLAN

NO

☐

YES

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If yes, please provide proof/details

To be submitted as annexures to the events application form.

Disaster Management: L Smith – 028-313 8000 - lestersmith@overstrand.gov.za OR S Mackay – smackay@overstrand.gov.za - Compliance to safety measures – all aspects.

4. SAPS RISK CLASSIFICATION /EVENT SAFETY GRADING CERT.

NO

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YES

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If yes, please provide proof/details

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: Hermanus: JG vd Berg (028 313 5300 – vdborgjg@saps.gov.za) / G Tamboer (TamboerG@saps.gov.za)
Gansbaai: Lt Kol C Janse van Rensburg - 028-384 0201
Stanford: Warr Off Booysen (028 341 0601)
Kleinmond: Warr Off Lakay (028-271 8200) – kleinmond.dfo@saps.gov.za

5. TRAFFIC CONTROL REQUIRED

NO

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YES

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If yes, please provide proof/details

- SECTION OF ROAD(S):
- TIMES:

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 plans to be submitted as annexure to the events application form). Applicant **MUST** adhere to the recommendations of the Traffic Department (e.g. number of officers needed to provide a safe environment).

NB: Depending on the extent of the Road Closures and/or Traffic impact a detailed Transportation/ Traffic Management Plan may be required.

Hermanus: Y Smit (028 313 8196- ysmith@overstrand.gov.za) / Gansbaai & Stanford: D Jansen (028 384 8342 – djansen@overstrand.gov.za) / Kleinmond: L Hanekom (028 271 8450) – lhaneekom@overstrand.gov.za

6. ROAD CLOSURES REQUIREDNO ☐ YES ☐ If yes, please provide proof/details

- ROADS:
- SECTION OF ROAD(S):
- TIMES:

Hermanus: Y Smit (028 313 8196 – ysmith@overstrand.gov.za) / Gansbaai & Stanford: D Jansen (028 384 8342 – djansen@overstrand.gov.za) / Kleinmond: L Hanekom (028 271 8450) – lhaneekom@overstrand.gov.za

7. CELEBRATORY MARCH OR PROCESSION

NB: Please complete Annexure B.

8. TEMPORARY STRUCTURES &NO ☐ YES ☐ If yes, please provide proof/details

BDM (Temp Structures/Registered person appointed)

Temporary structure plan application to be submitted, **in hard copy**, to the Building Department, **no later than 3 weeks prior to the event**. Proof of submission must be submitted as annexure to the events application form.

Hermanus and Kleinmond.: L Lubbe - 028 313 8944 - liezllubbe@overstrand.gov.za / Gansbaai & Stanford: 028 384-8321 – R Dickson (rdickson@overstrand.gov.za) OR R Shield (rshield@overstrand.gov.za)

9. FIRE SAFETYNO ☐ YES ☐ If yes, please provide proof/details

(Population Certificate, LP Gas Plan)

When submitting an application for a temporary structure, an application for a **Population Certificate MUST** be done.

E Solomons – 076 011 5052- esolomons@overstrand.gov.za / T Samuels – tsamuels@overstrand.gov.za / J Brussel – jbrussel@overstrand.gov.za

10. SOUND – EXEMPTIONNO ☐ YES ☐

APPLICATION (Noise Permit)

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.

Kleinmond: T Europa (teuropa@overstrand.gov.za) / Gansbaai & Stanford: C Arendse (carendse@overstrand.gov.za) / Hermanus: H Fortune (hfortune@overstrand.gov.za)

11. VENDING/CERTIFICATE OF ACCEPTABILITYNO ☐ YES ☐ No. of food stalls _____

LP GAS USAGE

NO ☐ YES ☐ If yes, please provide details

DETAILS:

All vendors must have a valid certificate of acceptability and comply with the health and safety regulations of the Overberg District Municipality (ODM). 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.

District Health Officer: C Sauer - 028 313 1243 - cadams@odm.org.za / B Jim (bjim@odm.org.za) / E Prins (eprins@odm.org.za) - Compliance to food trade licenses and health issues relating to stalls etc.

Chief Fire Officer: E Solomon - 076 011 5052 - esolomons@overstrand.gov.za - Fire safety compliance, LP Gas, and population certificates / T Samuels – tsamuels@overstrand.gov.za / J Brussel – jbrussel@overstrand.gov.za

12. **ENVIRONMENTAL MANAGEMENT PLAN** NO ☐ YES ☐ If yes, please provide details
(Environmental protection plan/Environmentally Friendly (e.g. NO plastic, Styrofoam))

To be submitted as annexures to the events application form

Kleinmond: T Europa (teuropa@overstrand.gov.za) / Gansbaai & Stanford: C Arendse
(carendse@overstrand.gov.za) / Hermanus: H Fortune (hfortune@overstrand.gov.za)

13. **EVENT LIQUOR LICENCE** NO ☐ YES ☐ If yes, please provide copy of
Liquor License

Alcohol Sale/Consumption Hours: From: To:

Apply at local SAPS office – they will process the forms and submit to Public Liaison Office
compliance and a supporting letter. The application then goes to the Western Cape Liquor Board to
be considered and approved (Event (temporary) Liquor License applications must be submitted at
least three (3) months before date of event to the WC Liquor Board).

SAPS: Hermanus: R du Toit (028 313 5300 – hermanusvispolcmdr@saps.gov.za)

Gansbaai: Lt Kol C Janse van Rensburg - 028-384 0201 / Stanford: Warr Off Booysen (028 341 0601)

Kleinmond: Warr Off Lakay (028-271 8200) – kleinmond.dfo@saps.gov.za

14. **OTHER SERVICES REQUIRED**

(May be charged as per applicable tariff/s – see Annexure A)

- ELECTRICITY? NO ☐ YES ☐ If yes, please provide details

DETAILS:

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.

Hermanus: C Naude – 074 893 9246- ssdh@overstrand.gov.za / Gansbaai & Stanford: M Radyn – 028 384 8358 –
mrady@overstrand.gov.za / Kleinmond: R Buckle – 028 271 8484 – rbuckle@overstrand.gov.za

- WATER? NO ☐ YES ☐ If yes, please provide details

DETAILS:

Hermanus: Mr Tiaan Marx - 028 313 8092 – tmarx@overstrand.gov.za / Gansbaai/Stanford: Mr J Solomons –
028 384 8312 – jasonsolomons@overstrand.gov.za / Kleinmond: Mr D van Rhodie – 028 271 8431 –
dvandrhodie@overstrand.gov.za

- WASTE REMOVAL? NO ☐ YES ☐ If yes, please provide details

DETAILS:

To be submitted as annexures to the events application form. Big events, (e.g. Whale Festival),
MUST submit a Waste Management Plan for review by the relevant departments (see Annexure C).

Mr De Wet Nel - 028 313 8117 – dnel@overstrand.gov.za / C Mitchell – 028 313 5045 –
cmitchell@overstrand.gov.za

- Any other requirements:

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15. **INDEMNITY** NO ☐ YES ☐

The applicant must submit the indemnity form as part of annexure to the events application form.
(Please contact relevant Administrator as stated on 1st page)

**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, (print full name)
ID No. in my capacity as (designation)
of (full name of institution/company) being duly
authorised hereto on behalf of the aforementioned institution with regard to
..... (state purpose/event)

with full knowledge of such declaration, declare as follows:

1. The Company hereby indemnifies and holds the municipality, its directors, agents and servants harmless against:
 - a. any damage to the municipality's property, whether movable or immovable, including any consequential damage or loss directly or indirectly flowing from physical damage to such property or any act or omission on the part of the Company, its servants or agents;
 - b. liability in respect of any claims which may be lodged or instituted against the municipality arising out of damage to the property, whether movable or immovable, of any third parties, including any consequential damage directly or indirectly flowing from physical damage to such property;
 - c. liability in respect of the death or injury to any person, including a servant of the municipality, and any consequential damage or loss flowing therefrom; and
 - d. any legal cost or expenses reasonably incurred in connection with claims or actions arising out of the foregoing, whenever the damage, loss, injury or death contemplated in (a), (b) or (c) above is due to or arises out of, whether directly or indirectly, the event or activities specified above.
2. In addition, the municipality shall have no claims against the municipality in the event of it being under-insured or should their claims be repudiated.
3. It is specifically recorded that this indemnity conferred upon the municipality shall not extend to damage, loss, injury or death which is predominantly due to the misconduct or gross negligence of the municipality or of any servant of the municipality acting within the course and scope of his or her employment.

Signed on this day of 20..... at (place)

.....
SIGNATURE

.....
DATE

TARIFF FEES (COSTS) APPLICABLE

VARIOUS DEPARTMENTS

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 989.00 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	R562.00 per event

Apart from the application fee, other costs may be levied depending on the type of event and the support services required from the municipality:

Events: Traffic / Law Enforcement Per officer per hour or part thereof – Monday to Saturday Per officer per hour or part thereof – Sundays and public holidays Administrative fee for provision of officers – per application Hire of traffic cones per cone per day	R728.00 R832.00 R199.00 R104.00
Events: Fire Services & Disaster Management Inspection of location and issuing of Population Certificate Standby at event per event per day or part thereof for vehicle and fire fighters	R357.00 R1 782.00
Events: Waste Management Rental of bulk container per day (incl. disposal) Deposit: Rental of bulk containers per 4 bins or less (no VAT)	R155.00 R1 014.00
Events: Electricity Per connection (incl. disconnection; excl. hire of kiosk) Consumption per day if not metered Hire of temporary distribution kiosk, per kiosk, per occasion Deposit (usage will be subtracted) (no VAT) One part tariff: Prepaid or credit casual supply	R2 429.00 R158.00 R952.00 R2 486.95 R478.80

2025/26 financial year, including 15% VAT

Please note:

Payment of application **(when/if final approval has been granted)** fee may be paid in cash at the cashiers' office in the area as marked above or alternatively an electronic payment to the following bank account **(please send proof of payment to relevant official for the area as indicated on pg. 1):**

ABSA, Public Sector: Western Cape, Universal Branch Code: 632005: Account No. 3220000035.

Reference: Applicant Name & Event Name

Unique key: 2025 01300 82756 (18060100760000) 2025 01300 82756 (18060100760000)	(tariff - use of grounds) (tariff – use of beach)
2024 0627 099422 (18770104880000) 2024 0627 099319 (18790103260000) 2024 0627 099399 (18230104480000) 3020100091 2024 0627 099385 (18440104050000)	(tariff – Traffic) (tariff – Fire / Disaster Management) (tariff – Waste Management) (deposit – Waste Management) (tariff – Electricity Department)

EVENTS APPLICATION FOR USE OF PUBLIC OPEN SPACES OR BEACHES

LAYOUT PLAN / ROUTE DESCRIPTION

To be completed if event occurs along a route

Includes a CELEBRATORY procession/march (i.e. other than in terms of the Gatherings Act)

This may be replaced/supplemented by route map (graphic road map, Google map, etc. clearly depicting start/finish, route, directions, marshalling and refreshment points, etc.)

[illegible]