



Overstrand Municipality

Event Application Checklist

Event organisers must comply with the following requirements:

- Submit a completed event application in line with the applicable By-law (Schedule 2)
- Meet all prescribed conditions and documentation requirements outlined in the By-law
- Obtain all relevant approvals and permits prior to the event
- Ensure compliance with health, safety, and municipal regulations
- Adhere to noise control regulations, including applying for a Noise Exemption where applicable
- Where alcohol will be sold or consumed, submit an application to the Western Cape Liquor Board via the South African Police Service (SAPS)

The following documents must accompany the initial Event Application submitted online.

Mandatory for All Events

- Completed Event Application Form
- Indemnity Form
- Solid Waste Management Plan
- Population Certificate Application

Required Where Applicable

(Depending on the type and size of the event)

- Noise Exemption Application
- Certificates of Acceptability (Food Vendors)
- Temporary Structures Approval (tents, stages, marquees)
- Appointment of a Registered Person (for structures)
- Temporary Signage Application

Note for Event Organisers

- Some requirements apply only to specific event types (e.g. concerts, markets, sporting events).
- All mandatory and applicable documents must be submitted together
- Incomplete applications will not be accepted or processed

Event Application Form	Sport / Action	Concert / Festival	Fundraiser / Run	Carnival	Awards / Exhibitions	Religious Events	Cultural Events	Market
Indemnity Form	✓	✓	✓	✓	✓	✓	✓	✓
Noise Exemption Application	✓	✓	✓	✓	✓	✓	✓	✓
Certificates of Acceptability (Food Vendors)	W/A	✓	W/A	W/A	W/A	W/A	W/A	W/A
Solid Waste Management Plan	✓	✓	✓	✓	✓	✓	✓	✓
Temporary Structures Approval	✓	✓	✓	✓	✓	✓	✓	✓
Appointment of Registered Person	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A
Population Certificate Application	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A
Temporary Signage Application	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A
	✓	✓	✓	✓	✓	✓	✓	✓

Important Notes (include under table)

- ✓ = Mandatory submission for that event type
- W/A = Required where applicable depending on the event
- All required documents must be submitted with the initial application
- Incomplete applications will not be accepted