



Overstrand Municipality

Event Requirements Guidelines

The requirements for hosting an event depend on the size and risk profile of the event. The Municipality may request additional information depending on the type and nature of the event.

Event Size & Submission Timeframes

- **50-500 people:** Apply at least 1 month before
- **501-2 000 people:** Apply at least 2 months before
- **2 001-5 000 people:** Apply at least 3 months before
- **5 000+ people:** Apply at least 6 months before

1. Event Information

Organisers must provide:

- Type of event
- Date, venue and location
- Expected number and profile of attendees
- Description and purpose of the event

2. Event Planning

- Detailed event programme (schedule and activities)
- Contact details of persons responsible for the event
- Communication plan (e.g. ticketing, accreditation)

3. Site & Venue Requirements

- Site layout plan (stages, marquees, catering areas, operations centre)
- Zoning confirmation or land use approval (if required)
- Written approval from venue owner or manager

4. Safety & Crowd Management

- Crowd Management Plan
- Emergency and Contingency Plan, including:
 - Medical services
 - Security arrangements
 - Evacuation procedures
- Fire Risk Assessment

5. Traffic & Transport

- Transport and Traffic Management Plan, which may include:
 - Road closures
 - Route planning
 - Parking arrangements
 - Public transport use
 - Emergency access routes

6. Environmental & Waste Management

- Environmental Management Plan (including rehabilitation, if required)
- Integrated Waste Management Plan

7. Vendors & Health Compliance

- List of vendors and caterers
- Certificates of Acceptability (ODM Health Department)
- Vendor details
- Ablution facilities or mobile toilets
- LP Gas compliance (if applicable)

8. Permits & Technical Requirements

- Noise Exemption and/or amplified sound application
- Temporary structures approval (stages, marquees, etc.)
- Sound Engineer's Report

9. Additional Approvals

Where applicable:

- Liquor licence application (vir SAPS)
- Fireworks permit
- Civil aviation approval (e.g. drones, helicopters)

10. Municipal Services

- Electricity supply
- Water supply
- Waste management (during and after event)
- Roads and stormwater services

11. Legal & Insurance Requirements

- Indemnity forms
- Public Liability Insurance

