



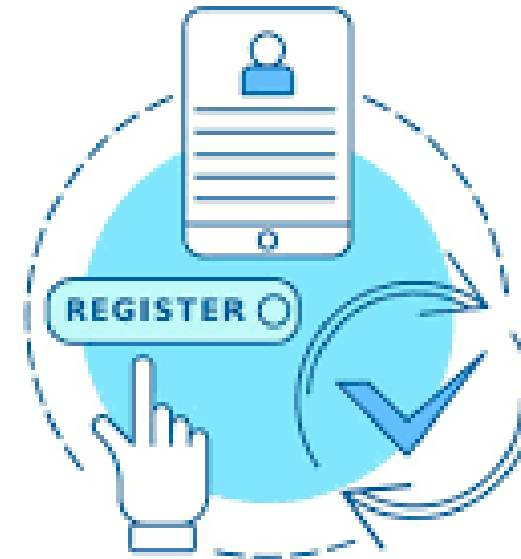
EVENT APPLICATIONS

**How to Register the
Application for the Event**

User account & partner account

Users need to register a:

- User Account – allow user to access Portal
- Partner Account – allow user to register applications



STEP 1:

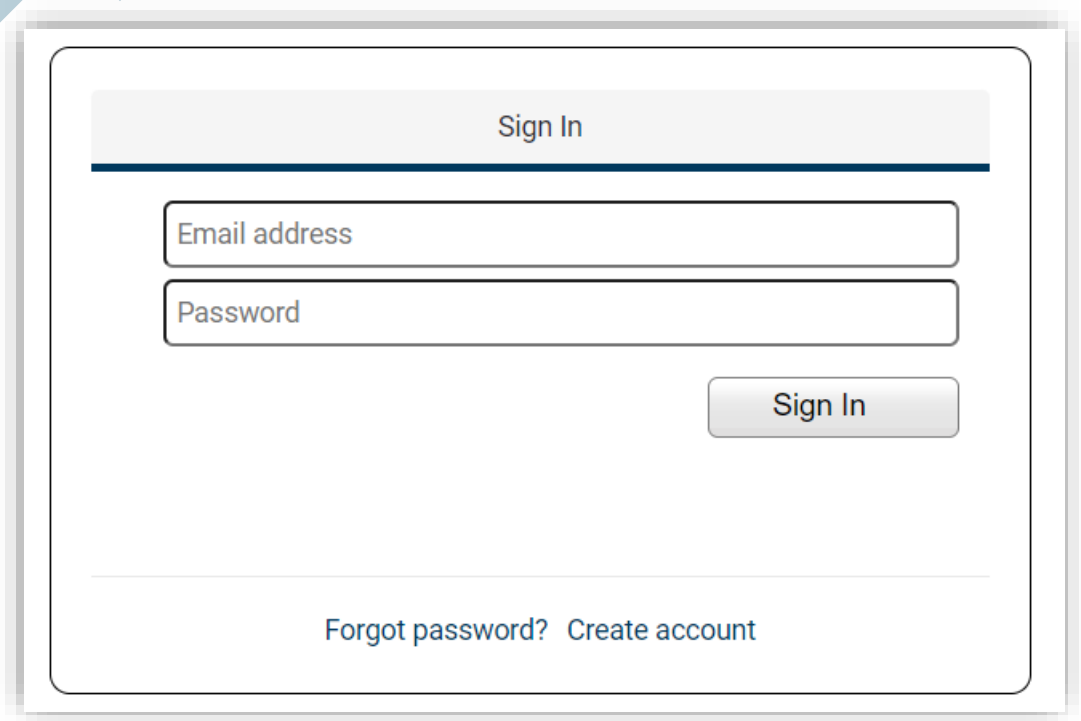
Access Portal at:

<https://westerncape.collaboratoronline.com/default.aspx>



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A screenshot of a web form titled "Sign In". The form is enclosed in a light gray border. At the top, the title "Sign In" is centered in a light gray bar. Below the title, there are two input fields: "Email address" and "Password". To the right of the "Password" field is a "Sign In" button. At the bottom of the form, there is a link that says "Forgot password? Create account".

Sign In

Email address

Password

Sign In

Forgot password? Create account

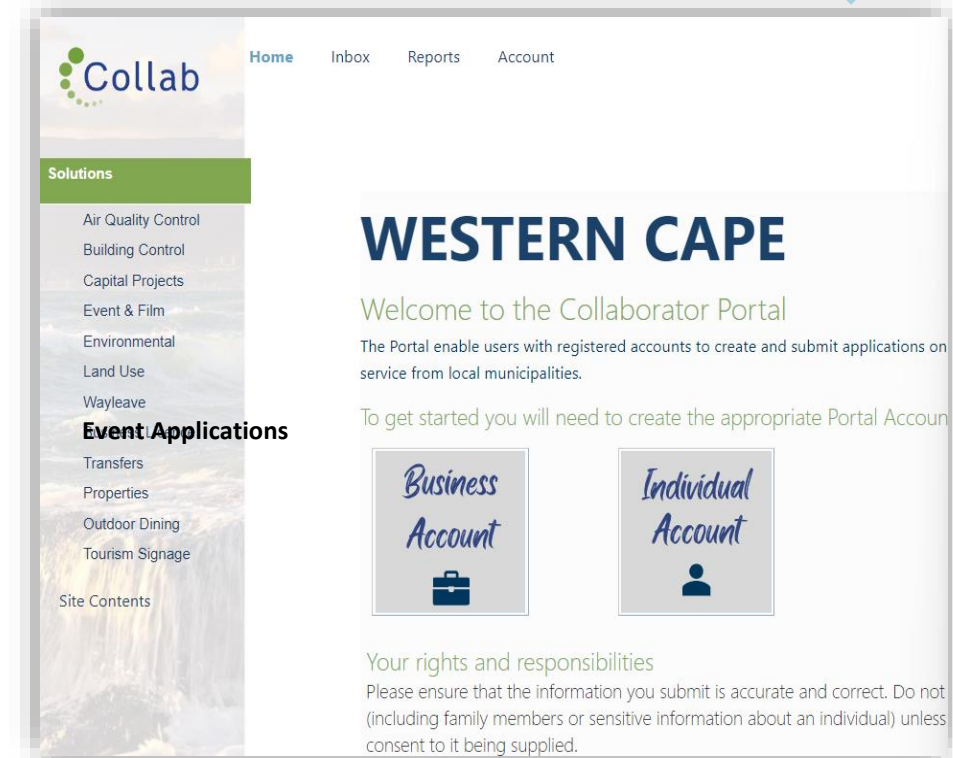
STEP 2:

Select "Sign In"



STEP 3:

When signed into the Western Cape Portal, click on Event Applications on the left hand side



STEP 4:

Register Application for Event

- Click on Company/Partner/Individual you registered.
- Click on “Action” button.
- Select “Register Application to Host an Event”
- Complete Application to Host an Event Task will open
- Complete all mandatory fields

Action	Objectref	Events Company	Cell Number	E-mail Address	Applicant Name
...	678505	Test Company	000	E-mail Address	Applicant Name

Action

Register Application to Host an Events

Complete Application to host an Event

682905,

678505, Test Company

UserId	ADMIN
Municipal Area *	Drakenstein Municipality
Extension Company Reference	678505
On Premises Company Reference	
Extension Event Application Reference	682905

EVENT INFORMATION

Event Name *

Event Venue *

Event Address *

Erf No *

Type of Event *

Sport/Action

Concert/Music Festival

Charity Fundraise/Run/Walk

Political

Fete/School Carnival etc.

Weddings/Birthdays, etc.

Market

Launch/Exhibition

Corporate/Private Party

Night Market/Switch on of Festive Lights

Religious Festival/Events

Cultural/Minstrel Events

Ceremonial Event/Annual ritual

Festival

Other - Specify

Pyrotechnics

Aerobatics

STEP 4

(continued)

- Provide description & dates applicable to event.
- Event size is determined by Number of Participants & Spectators.
- Section under Notifications – who needs to get notifications back from Municipality

Brief Description of the Event History and Event *	
Recurring Event Reference *	Yes No
Dates of Proposed Event *	
Time of event Start *	: HH:mm
Time of event Stop *	: HH:mm
Set-up *	: HH:mm
Strike Down *	: HH:mm
Number of Participants (Per Event) *	0
Number of Spectators (Per Event) *	0
Size of Event	Small

NOTIFICATIONS	
Notification of outcome to be sent to: Name *	
Notification E-mail *	
Notification Telephone No *	
Notification Postal Address *	
Applicable Checklist Template *	00
Application Date Submitted	2019-04-23

APPLICANT/COMPANY INFORMATION	
Company / Organisation Name *	Test Company
Person making the application (If not Event Organiser) *	Applicant Name
Company Cell No *	000
Designation *	Applicant Designation
Company Email No *	E-mail Address
Company Telephone No *	000
Company Fax No	000
Safety Officer *	Security Officer
Safety Officer Cell *	000

STEP 4

(continued).

- Under each tab complete applicable fields.
- TRAFFIC Tab Screenshot
- Screenshots of each tab on next slide



Traffic Noise Structures Catering Ground Disturbance Facilities Emergencies Services Air Crafts Signage

Route *

Event Occurs along a route *

Road Closure Required *

Marshalls at Road Closures *

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

Traffic Control Required *

Start Time * : HH:mm

End Time * : HH:mm

Start Venue *

End Venue *

Race Director Cell No *

Race Directors *

Includes a CELEBRATORY procession/march (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, et

STEP 4 (continued): • Complete all tabs & hit "Submit" once completed

Traffic Noise Structures Catering Ground Disturbance Facilities Emergencies Services Air Crafts Signage

Noise

Event in or near a residential Area * ☐

Event (indoor/outdoor) * ☐

Sound Checks * ☐

Amplified Sound/PA system * ☐

Structures

View Important Notes *

Structures Applicable ☐

Catering

Vending/Catering/Food Stalls * ☐

Number of Food Stalls *

LP Gas Usage * ☐

NOTE: A maximum of one 9kg cylinder per vender

Does the premises where the event is to be held have a valid liquor license * ☐

Alcohol Sales/Consumption * ☐

Alcohol Sale/Consumption Hours From: * : HH:mm

Alcohol Sale/Consumption Hours To: * : HH:mm

The granting of an Event Permit by the Knysna Municipality does not authorize the sale/consumption of alcohol. A separate application must be made to the Liquor Licensing Tribunal of the Western Cape Liquor Authority www.wcla.gov.za

Ground Disturbance

Ground Disturbance * ☐

Facilities

Toilet Facilities * ☐

Air Crafts

Aircraft to be used * ☐

Emergencies

Public Liability Insurance * ☐

Emergency Medical Services (Attach qualifications/Details) * ☐

Appointed Security Company Details *

Evacuation Plan * ☐

Fire Clearance Approval ☐

Joint Operations Centre ☐

Submit Save Close

Services

Other Municipal Services Required:

Provision of Municipal Services may be charged as per applicable tariffs

Electricity * ☐

Water * ☐

Waste Removal * ☐

If event is held inside a venue (not on the public streets), has provision been made (not with the venue owner) for the cleaning inside the venue * ☐

If event is held on open public property, has provision been made for waste collection and cleaning services * ☐

Name of cleaning service *

Name of Cleaning Service Provider *

Time by when cleaning will be completed after event * : HH:mm

Signage

Banners to be displayed * ☐

Posters to be displayed * ☐

Where will signage be placed?

Other Display Areas (Social Media, On Route) *

Level of Authority * ☐

I accept communication by email as a legally valid and binding method of communication * ☐

STEP 5 :

Upload Support Documents required for Registered Event

- Once application has been completed – task close & application appear on home page
- Depending on details in application, certain Supporting Documents must be uploaded.
- Highlight Checklist Item Name & select “Add Documents”



Event Applications

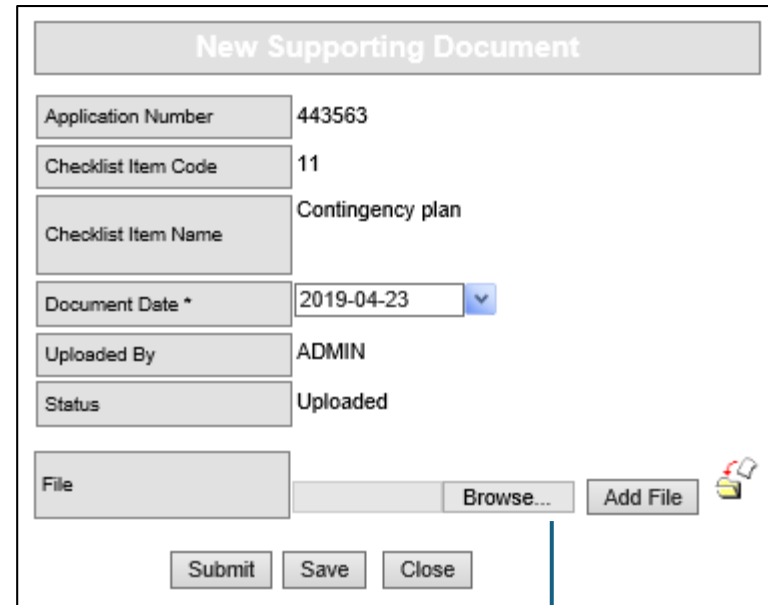
Action	Objectref	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time	Status
...	458696	Testing	Testing	Sport/Action	Test	2019-01-22 00:00	2019-01-22 00:00	Created

Outstanding Supporting Documents

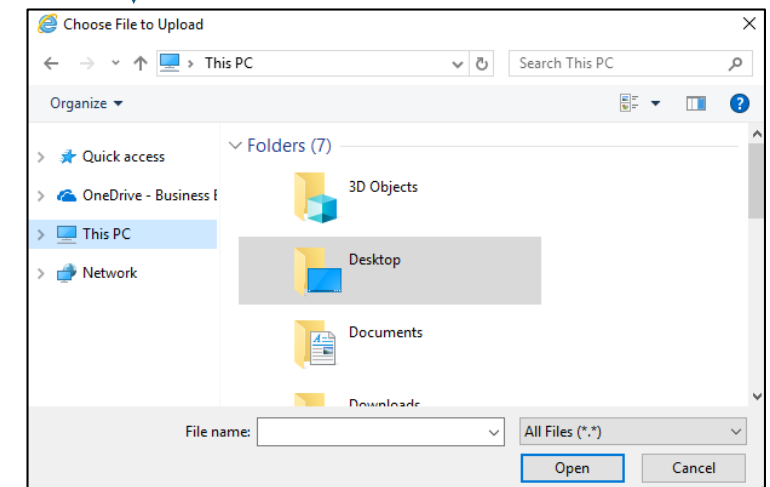
Action	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	Action	Contingency plan	Contingency plan	110
...	 Add Document	Emergency Evacuation Plan ? displayed and announced regularly at the event	Emergency Evacuation Plan ? displayed and announced regularly at the event	140
...	15	Letter of registered owner of property	Letter of registered owner of property	150
...	16	Liquor license	Liquor license	160
...	17	Details of Gas installation	Details of Gas installation	170
...	18	Certificates of Acceptability are required for food stalls	Certificates of Acceptability are required for food stalls	180
...	24	FORM E7.5 (Signage) The banner and or poster proposals	FORM E7.5 (Signage) The banner and or poster proposals	240
...	25	Request letter (Section 30 Outdoor advertising by-law)	Request letter (Section 30 Outdoor advertising by-law)	250
...	26	Receipt of fees paid to: Vote number 10724075436	Receipt of fees paid to: Vote number 10724075436	260
...	29	Receipt of Payment	Receipt of Payment	290
...	6	Site Plan	Site Plan	60
...	7	Letter of Consent (Residence)	Letter of Consent (Residence)	70
...	8	Letter of Consent (Owner/Body Corporate)	Letter of Consent (Owner/Body Corporate)	80
...	9	All surrounding residents form	All surrounding residents form	90

STEP 5 (continued) :

- Task New Support Document will open
- When “Browse” button is selected – Windows Browser Folder will open
- Applicant can search computer, where documents have been stored



The screenshot shows a web form titled "New Supporting Document". It contains several input fields and buttons. The fields are: "Application Number" with value "443563", "Checklist Item Code" with value "11", "Checklist Item Name" with value "Contingency plan", "Document Date *" with a dropdown menu showing "2019-04-23", "Uploaded By" with value "ADMIN", and "Status" with value "Uploaded". Below these fields is a "File" input field, a "Browse..." button, and an "Add File" button with a file icon. At the bottom are "Submit", "Save", and "Close" buttons. A blue arrow points from the "Browse..." button to the "Choose File to Upload" window below.



STEP 6:

Submit Application

- One applicant has attached all Outstanding Supporting Documents – click on “Submit Application”

Event Applications								
Action	Objectref	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time	Status
...	458696	Testing	Testing	Sport/Action	Test	2019-01-22 00:00	2019-01-22 00:00	Created

Action

Submit the Application

Stage	Action	New Stage
Checked	Submit the Application	Submitted