



## EVENTS APPLICATION FOR USE OF PUBLIC OPEN SPACES OR BEACHES

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

<b>HERMANUS</b> <b>Ms M Middleton</b> 028-313 8112 <a href="mailto:mmiddleton@overstrand.gov.za">mmiddleton@overstrand.gov.za</a>	<b>HANGKLIP-KLEINMOND</b> <b>Ms K Gerber Du Toit</b> 028-271 8415 <a href="mailto:kgerberdutoit@overstrand.gov.za">kgerberdutoit@overstrand.gov.za</a>	<b>GANSBAAI-STANFORD</b> <b>Ms M Swart</b> 028-384 8331 <a href="mailto:mswart@overstrand.gov.za">mswart@overstrand.gov.za</a>
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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

1. **Name of Event:** .....
2. **Name of Organisation / Person:** .....
3. **Contact Person:** .....
4. **Email:** ..... **Cellphone No.** .....
5. **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
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 kmz 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)

**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  YES  Please contact Administrator as stated on 1<sup>st</sup> page)

2. **PUBLIC LIABILITY** NO  YES  If 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](mailto:lestersmith@overstrand.gov.za) OR S Mackay – [smackay@overstrand.gov.za](mailto:smackay@overstrand.gov.za) - Compliance to safety measures – all aspects

3. **SAFETY/EMERGENCY PLAN** NO  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](mailto:lestersmith@overstrand.gov.za) OR S Mackay – [smackay@overstrand.gov.za](mailto:smackay@overstrand.gov.za) - Compliance to safety measures – all aspects

4. **SAPS RISK CLASSIFICATION /EVENT SAFETY GRADING CERT.** NO  YES  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: R du Toit (028 313 5300 – [hermanusvispolcmdr@saps.gov.za](mailto: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)

5. **TRAFFIC CONTROL REQUIRED** NO  YES  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) / Gansbaai & Stanford: D Jansen (028 384 8342) / Kleinmond: L Hanekom (028 271 8450)

**6. ROAD CLOSURES REQUIRED**

NO  YES  If yes, please provide proof/details

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

*Hermanus: Y Smit (028 313 8196) / Gansbaai & Stanford: D Jansen (028 384 8342) / Kleinmond: L Hanekom (028 271 8450)*

**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 2 weeks prior to the event**. Proof of submission must be submitted as annexure to the events application form.

*Hermanus: L Lubbe - 028 313 8944 - [liezllubbe@overstrand.gov.za](mailto:liezllubbe@overstrand.gov.za) / Gansbaai & Stanford: R Dickson - 028 384 8321 - [rdickson@overstrand.gov.za](mailto:rdickson@overstrand.gov.za) / Kleinmond: T Brewell - 028-271 8433*

**9. FIRE SAFETY**

NO  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](mailto:esolomons@overstrand.gov.za)*

**10. SOUND – EXEMPTION**

NO  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 Zweig ([tzweig@overstrand.gov.za](mailto:tzweig@overstrand.gov.za)) / Gansbaai & Stanford: C Arendse ([carendse@overstrand.gov.za](mailto:carendse@overstrand.gov.za)) / Hermanus: H Fortune ([hfortune@overstrand.gov.za](mailto:hfortune@overstrand.gov.za))*

**11. VENDING/CERTIFICATE OF ACCEPTABILITY**

NO  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](mailto:cadams@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](mailto:esolomons@overstrand.gov.za) - Fire safety compliance, LP Gas, and population certificates*

**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 Zweig ([tzweig@overstrand.gov.za](mailto:tzweig@overstrand.gov.za)) / Gansbaai & Stanford: C Arendse ([carendse@overstrand.gov.za](mailto:carendse@overstrand.gov.za)) / Hermanus: H Fortune ([hfortune@overstrand.gov.za](mailto:hfortune@overstrand.gov.za))*

**13. TEMPORARY 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 Town Planning for zoning compliancy and a supporting letter. The application then goes to the Western Cape Liquor Board to be considered and approved.

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

**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](mailto:ssdh@overstrand.gov.za) / Gansbaai & Stanford: M Radyn – 028 384 8358 – [mrady@overstrand.gov.za](mailto:mrady@overstrand.gov.za) / Kleinmond: R Buckle – 028 271 8484 – [rbuckle@overstrand.gov.za](mailto:rbuckle@overstrand.gov.za)*

• WATER? NO  YES  If yes, please provide details

DETAILS: .....

*Hermanus: Mr Tiaan Marx - 028 313 8092 – [tmarx@overstrand.gov.za](mailto:tmarx@overstrand.gov.za) / Gansbaai/Stanford: Mr J Solomons – 028 384 8312 – [jasonsolomons@overstrand.gov.za](mailto:jasonsolomons@overstrand.gov.za) / Kleinmond: Mr D van Rhodie – 028 271 8431 – [dvanrhodie@overstrand.gov.za](mailto:dvanrhodie@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](mailto:dnel@overstrand.gov.za) / C Mitchell – 028 313 5045 – [cmitchell@overstrand.gov.za](mailto: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 1<sup>st</sup> 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, .....

(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**

## TARIFF FEES (COSTS) APPLICABLE

### VARIOUS DEPARTMENTS

<b>Events: Any Public Open Space, Gardens, Nature Reserves, Parks, Caravan Parks, Camping Sites and Resorts (As per the Event By-Law and Policy)</b> Profitable Organisations, sporting events, markets, music festivals etc as per the Events By-Law and Policy	<b>R8 480.00</b> Per event
<b>Events: Any Public Open Space, Gardens, Nature Reserves, Parks, Caravan Parks, Camping Sites and Resorts (As per the Event By-Law and Policy)</b> Non-profitable Organisations, birthday parties, weddings, creches, school events, religious events, awareness	<b>R530.00</b> 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:**

<b>Events: Traffic / Law Enforcement</b> 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	<b>R687.00</b> <b>R785.00</b> <b>R188.00</b> <b>R98.00</b>
<b>Events: Fire Services &amp; Disaster Management</b> Inspection of location and issuing of Population Certificate Standby at event per event per day or part thereof for vehicle and fire fighters	<b>R337.00</b> <b>R1 681.00</b>
<b>Events: Waste Management</b> Rental of bulk container per day (incl. disposal) Deposit: Rental of bulk containers per 4 bins or less (no VAT)	R146.00 R957.00
<b>Events: Electricity</b> 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 202.00 R143.07 R863.00 R2 254.00 R433.98

2024/25 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

<b>Unique key:</b>	<b>2024 0627 099227 (18590100760000)</b>	(tariff - use of grounds)
	<b>2024 0627 099229 (18610100760000)</b>	(tariff – use of beach)
	<b>2024 0627 099422 (18770104880000)</b>	(tariff – Traffic)
	<b>2024 0627 099319 (18790103260000)</b>	(tariff – Fire / Disaster Management)
	<b>2024 0627 099398 (18230104480000)</b>	(tariff – Waste Management)
	<b>3020100091</b>	(deposit – Waste Management)
	<b>2024 0627 099382 (18440104050000)</b>	(tariff – Electricity Department)

