



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

1. **Name of Organisation / Person:**
2. **Contact Person:**
3. **Email:** **Cellphone No.**
4. **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.		Rooi - Els

LOCATION / VENUE DETAILS

1. **Event Location / Venue Name:**
 2. **Event Location / Venue Physical Address:**

 (Please attach all maps indicating exact location/route of event/demarcated area)
 3. **Date(s) of Event:** **Time From:** **To:**
 4. **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

EVENTS APPLICATION REQUIREMENTS

COSTS

(Excluding other services e.g., Refuse collection, Electricity, Traffic assistance, other submission fees, etc.)

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 480.00 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	R530.00 per event

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

Unique key: 2024 0629 099227 (18590100760000) (tariff - use of grounds)
 2024 0629 099229 (18610100760000) (tariff – use of beach)

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.			

Depending on boxes ticked above, refer to document(s) (*1) required from no. 1 to 13 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**

<p>1. Documentation: OVERSTRAND EVENTS APPLICATION FORM</p> <p>Guidelines of process: Obtain events application form from the Administrator: Public Liaison of the relevant administration. <i>(Please contact Administrator as stated on 1st page)</i></p>
<p>2. Documentation: PUBLIC LIABILITY</p> <p>Guidelines of process: All events applicants must submit proof of public liability. To be submitted as annexure to the events application form. <i>Disaster Management: L Smith – 028-313 8000 - lsmith@overstrand.gov.za OR S Mackay – smackay@overstrand.gov.za - Compliance to safety measures – all aspects</i></p>
<p>3. Documentation: SAFETY/EMERGENCY PLAN (Medical Plan, Appointment of Safety Officer/Security Company, Evacuation Plan)</p> <p>Guidelines of process: 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. <i>Disaster Management: L Smith – 028-313 8000 - lsmith@overstrand.gov.za OR S Mackay – smackay@overstrand.gov.za - Compliance to safety measures – all aspects</i></p>
<p>4. Documentation: SAPS RISK CLASSIFICATION /EVENT SAFETY GRADING CERT.</p> <p>Guidelines of process: 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. <i>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 Booyesen (028 341 0601) Kleinmond: Warr Off Lakay (028-271 8200)</i></p>

<p>5. Documentation: LAYOUT PLAN/ROUTE /TRANSPORT /TRAFFIC MANAGEMENT PLAN (Road closures, Traffic Services, etc.)</p> <p>Guidelines of process: 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 plan to be submitted as annexure to the events application form.</p> <p><i>Hermanus: E Smit (028 313 2044) / Gansbaai & Stanford: D Jansen (028 384 8342) / Kleinmond: L Hanekom (028 271 8450)</i></p>
<p>6. Documentation: TEMPORARY STRUCTURES & FIRE SAFETY / BDM (Temp Structures/Registered person appointed, Population Certificate, LP Gas Plan)</p> <p>Guidelines of process: 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.</p> <p><i>Hermanus.: L Lubbe - 028 313 8944 - lieztlubbe@overstrand.gov.za / Gansbaai & Stanford: R Dickson – 028 384 8321 – rdickson@overstrand.gov.za / Kleinmond: T Brewell – 028-271 8433</i></p>
<p>7. Documentation: SOUND – EXEMPTION APPLICATION (Noise Permit)</p> <p>Guidelines of process: 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.</p> <p><i>Kleinmond: T Zweig (tzweig@overstrand.gov.za) / Gansbaai & Stanford: C Arendse (carendse@overstrand.gov.za) / Hermanus: H Fortune (hfortune@overstrand.gov.za)</i></p>
<p>8. Documentation: VENDING/CERTIFICATE OF ACCEPTABILITY</p> <p>Guidelines of process: All vendors must have a valid certificate of acceptability and comply with the health and safety regulations of the District Municipality. 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.</p> <p><i>District Health Officer: C Sauer - 028 313 1243 - cadams@odm.org.za - Compliance to food trade licenses and health issues relating to stalls etc. Chief Fire Officer: E Solomon - 076 011 5052 - esolomon@overstrand.gov.za - Fire safety compliance, LP Gas, and population certificates</i></p>
<p>9. Documentation: WASTE MANAGEMENT (Ablutions, Recycling, Waste removal & Bulk refuse bin rental – events)</p> <p>Guidelines of process: To be submitted as annexures to the events application form</p> <p><i>Mr De Wet Nel - 028 313 8117 – dnel@overstrand.gov.za</i></p>
<p>10. Documentation: ENVIRONMENTAL MANAGEMENT PLAN (Environmental protection plan/Environmentally Friendly (e.g. NO plastic, Styrofoam))</p> <p>Guidelines of process: To be submitted as annexures to the events application form</p> <p><i>Kleinmond: T Zweig (tzweig@overstrand.gov.za) / Gansbaai & Stanford: C Arendse (carendse@overstrand.gov.za) / Hermanus: H Fortune (hfortune@overstrand.gov.za)</i></p>

11. **Documentation:** TEMPORARY LIQUOR LICENCE

Guidelines of process:

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)

Gansbaai: Lt Kol C Janse van Rensburg - 028-384 0201

Stanford: Warr Off Booyesen (028 341 0601)

Kleinmond: Warr Off Lakay (028-271 8200)

12. **Documentation:** ELECTRICITY

Guidelines of process:

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

13. **Documentation:** INDEMNITY

Guidelines of process:

The applicant must submit the indemnity form as part as 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,

(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