



**Application form
HOLDING OF EVENTS**

Submit to: Director: Corporate Services
Municipal Head Office, 1 Church Street, Malmesbury

APPLICATION IN TERMS OF SECTION 4 OF THE SWARTLAND MUNICIPALITY BY-LAW RELATING TO EVENTS

All fields must be completed

DETAILS OF EVENT

1. Name of Event
2. Type of Event, e.g. music festival
3. Particulars and contact details of Event Organiser

4. Category of Event (Tick the applicable box below according to the maximum number of attendees, including staff, to be allowed at the event.)

CATEGORY	NUMBER OF ATTENDEES	TICK APPLICABLE BOX
SMALL	50 - 2000	
MEDIUM	2001 - 5000	
LARGE	5001 - 10 000	
VERY LARGE	10 001 and above	

5. Event Venue (Provide erf number/s or property description/s)

6. Days and hours of operation for the Event

DATES AND TIMES BREAK-DOWN			
From (date)	To (date)	Starting time	Closing time

7. Particulars and contact details of applicant, i.e. person who applies for the holding of the event, whether in personal capacity or on behalf of the Event Organiser

DETAILS OF SERVICES REQUIRED

8. If applicable, please provide full details of the service to be rendered by the Municipality

DOCUMENTS TO BE ATTACHED BY APPLICANT

(Attach the documents below to this application form and mark according to the applicable annexure)

Annexure A	Site layout plan indicating seating, structures and facilities
Annexure B	A copy of an agreement with a sub-contractor where such sub-contractor will be involved at the event (if applicable)
Annexure C	A copy of the agreement with the venue owner, unless the applicant is the venue owner
Annexure D	The proposed security plans for the event, including the number of security personnel and their qualifications
Annexure E	The proposed medical and safety plans for the event as prescribed by the Regulations relating to Emergency Medical Services at Mass Gathering Events promulgated under the national Health Act, 2003
Annexure F	The proposed noise control plans for the event, dust control, including volume levels of music, power of the music system and power insulation inside the building where applicable
Annexure G	The proposed parking and traffic plans for the event
Annexure H	Arrangements with the West Coast District Municipality with regard to food safety control at the event
Annexure I	Evidence that appropriate public liability insurance cover is in place for the event
Annexure J	Waste management plans
Annexure K	Spectator and access control measures
Annexure L	Written approval from the venue owner or venue manager to the applicant authorising the event organiser to host the event

(Depending on the type and size of the event, the Municipality may waive some of the information requirements listed above.)

I hereby certify that the information furnished in this application and in any documents attached to it, is true, and that I have familiarised myself with the contents of the Municipality's By-law relating to Events and undertake to comply with same.

Signature Date
 Name (printed) Postal address
 Physical/Street address
 Work tel Cell Fax E-mail

FOR OFFICIAL USE ONLY

APPROVED: YES NO

Name of official Signature Date

SPECIAL CONDITIONS ATTACHED TO APPROVAL **Refer Schedule of Conditions hereto**

IF DISAPPROVED, REASONS FOR SAME

TO BE COMPLETED BY APPLICANT UPON APPROVAL OF APPLICATION

I,, in my capacity as event organiser, hereby certify that I have noted the conditions applicable to approval of this application and undertake to comply with same.

Signature Date

SCHEDULE OF CONDITIONS (to which approval is subject)
[Please note that fees may be applicable in certain instances.]

PLANNING DIVISION (regarding land-use requirements, etc)

Name of official Signature Date

BUILDING DIVISION (regarding the erection and removal of structures and compliance with the National Building Regulations and the Municipality's By-law relating to Submission of Building Plans where applicable, etc)

Name of official Signature Date

TRAFFIC AND LAW ENFORCEMENT (regarding security and crowd management, parking and traffic, etc)

Name of official Signature Date

FIRE DIVISION (regarding fire services and safety)

Name of official Signature Date

SANITATION & REFUSE (regarding sanitation, cleaning of premises and waste disposal)

Name of official Signature Date

ENVIRONMENTAL & OCCUPATIONAL HEALTH DIVISION (regarding noise levels and air quality, etc)

Name of official Signature Date

ELECTRICAL SERVICES (regarding lighting, etc)

Name of official Signature Date

CORPORATE SERVICES (regarding liquor trading, payment of fees, etc.)

Name of official Signature Date

INDEMNITY FORM

I, *(full name)* ID No.

in my capacity as *(designation)* of *(full name of institution)*

being duly authorised hereto on behalf of the aforementioned institution with regard to

..... *(state purpose/event)*

With full knowledge of such declaration, declare as follows:

I hereby indemnify the Swartland Municipality against and hold it harmless from or any loss or damage, or all actions proceedings or claims arising from the permission granted for the holding of the abovementioned event and/or arising from the negligence or gross negligence or any other cause whatsoever in connection herewith.

Signed on this day of 2017 at

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