

Event Name			
Event Date(s)		Event Time(s)	
Event Location incl erf no.			
Event Type and Sector			
Once off or Annual Event			
Event Contact Person			
Telephone		Cell	
Email		Website	
Event Sponsor(s)			
Value of Sponsorship			
No. of Entrants/participants			
No. of Spectators expected			
No. of local casual staff employed			
List local companies employed			
Beneficiaries, if any			
Mentorship or training plans coupled to this event			

SECTION C: MUNICIPAL LOGISTICS AND SUPPORT REQUIRED

PLEASE NOTE THE ACTION REQUIRED FOR EACH ITEM BELOW

1. Security and Safety:	Yes	No
Action: Attach Safety Plan and SAPS approved events application		
2. Traffic Control Required:	Yes	No
Action: Please attach Site/Route Map with details of traffic flow		
3. Temporary Structure Approvals - Marquees / Tents:	Yes	No
Action: Please attach Site Plan showing tented areas, stages and supply Engineers certificate once structures are approved.		
4. Music/Public Address/PA System	Yes	No
Action: Detail in your attached Plan		
5. Catering/ Food Stalls:	Yes	No
Action: Eden District Health Department Forms to be completed and submitted direct to Eden District Municipality		
6. Electricity:	Yes	No
Action: Detail in your attached Plan		
7. Water on site:	Yes	No
Action: Detail in your attached Plan		
8. Refuse & Cleansing (including sanitation/toilets):	Yes	No
Action: Detail in your attached Plan		
9. Beach Permission:	Yes	No
Action: Please attach site Plan		
10. Sports Facilities:	Yes	No
Action: Detail in your attached Plan		
11. Posters and Signage:	Chris Schliemann	cschliemann@plett.gov.za
Action: Application to be made directly to Chris Schliemann		
Any Other Special Requirements		
Signature of Applicant:	Application Date:	

Please complete the following checklist to ensure that you have all these requirements attached.

- Overview/proposal for your event (The Plan)
- SAPS Event Document
- Site Plan including temporary structures
- Traffic Control Route Map and Parking Plan
- Safety and Emergency Plan
- Public Liability Insurance

YOU WILL BE NOTIFIED BY EMAIL OF APPROVAL OF YOUR EVENT APPLICATION AND DATES FOR MEETINGS PERTAINING TO COMPLIANCE

