



ECONOMIC DEVELOPMENT AND TOURISM

SPECIAL EVENTS APPLICATION FORM

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SPECIAL EVENTS APPLICATIONS

SPECIAL EVENTS APPLICANT DETAILS:

Name of Event Organizer/Company:

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Contact Details of Events Organizer/Company:

Tel.....

Cell:.....

Email Address:.....

Physical Address of Event Organizer/Company.....

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EVENT DETAILS

Name of the event:.....

Event venue:.....

Erf no:

Date(s) or duration of event.....

Daily time(s) of the event:.....

Type of Event:

Sports		Religious Festival/Event	
Music & Arts		Cultural event	
Wedding/ Birthdays		Fireworks/Pyrotechnics Display	
Charity event		CCT Corporate Event	
March/procession		Other	
Night Market			

Other? Please specify

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Give a brief description of event:

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Estimated number of spectators expected:

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EVENTS LAYOUT REQUIREMENTS:

Temporary Structures

Please complete the attached application form for temporary minor building work structure “special event with tents” for which the Council Tariff policy requires a payment of R550-00 per structure. A permit will be issued for the temporary structures.

Road Closures Required

To affect a partial or full road-closure, it is required that a municipal public notice is advertised in the local newspapers for public participation a minimum of **4 weeks** in advance. This is done at the cost of the event organizer once all event arrangements are in place and approved.

Details of road closure required and or route plan (in the event of a march or procession) if applicable: Road details, time(s) of closure(s) and route plan

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Bitou Municipality reserves the right to reject a road-closure request if deemed necessary.

Number of parking bays required:

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Traffic Control required

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Electricity provision

Where the resources are available, Bitou Municipality will provide access to electricity kiosk. The electricity usage is at the cost of the events organiser: Please note that an electricity certificate is required for all electrical wiring work.

Details of what the electricity required for:

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Vendors and Caterers

Vendors and caterers must apply for a temporary informal traders licence with the LED Section for the duration of the event for which the council tariff policy applies. A permit will then be issued to the vendors and caterers.

Caterers must be issued with a certificate of acceptability, for food stalls by the Department of Health.

Special provisions will apply for local caterers from the previously disadvantaged communities.

In areas where informal traders are already present, no conflicting products or services will be allowed as part of the events programme.

Details of vendors and caterers:

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Please provide details of cooking facilities to be used by caterers at the event:

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Safety and Security:

Please provide details of the security provisions to be implemented:

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Medical:

Please provide details of medical provisions to be implemented:

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Alcohol Sale / Consumption

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If yes, please provide copy of temporary/special liquor licence

Aircrafts in Bitou airspace for event support purposes:

Please provide aircraft details, landing and departure times

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Will the event include amplified music and or public address system?

If yes, please specify

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Fireworks:

An application for a fireworks display must be approved by Bitou Municipality and its safety aspects investigated and approved by the Chief Inspector of Explosives of the SAPS for the issuing of a permit, in accordance to the Explosives Act of South Africa.

Please ensure that your application for a fireworks display is written and signed by the events organizer as part of the special events application.

- a) A Site inspection will be conducted by the Bitou Fire Department.
- b) The application will be forwarded to the Chief Inspector of Explosives in Pretoria for the issuing of the permit.

Solid Waste Management:

Please provide details of solid waste management plan for during and after the event IN AND AROUND THE VENUE

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Is Bitou Municipality waste removal required?

If yes, please provide requirements:

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If Bitou Municipality waste removal is required, a quotation will be issued to the event’s organizer, which is payable before commencement of the event, and form part of the approval process for the event.

It is required that the venue be clean and litter free by latest 06h00 am the morning after the event.

If cleaning is not done to Bitou Municipality’s satisfaction after the event, Bitou Municipality will clean the venue and charge the event organizer for the services.

Checklist: Please ensure all appropriate documents are attached before sending in this application

Document	Tick where appropriate
Medical Plan	
Safety Plan and Security Plan	
Site Plan/Layout	
Population Certificate	
Noise Management Plan	
Transportation Plan and Traffic Plan	
Structural Certificate (if structures are to be erected)	
Waste Management Plan	
SAPS Risk Categorization	
Public Liability Insurance Confirmation Letter	
Vendor License	
Liquor License	
Neighbor Consent Form	
Venue Permission Letter	