



City of
Ekurhuleni

REQUIREMENTS FOR EVENTS

DATE OF EVENT **NUMBER OF EVENT**

	Documents	In Hand	Comments
1.	Event application		
2.	SAPS section 6 application and categorization		
3.	Safety certificate : SASREA Section 7 (Safe spectator capacity), Grading Section 7 (2) certificate (Safe spectator capacity level of risk)		
4.	Booking of the venue (receipt/payment)		
5.	Public Liability Insurance (amount) : SASREA (Section 25)		
6.	Site plan/ layout plan		
7.	Appointment of Safety Officer : SASREA 4 (9)(a)		
	7.1 Section 16.2 Appointment		
8.	Risk assessment SASREA 4(10)(a) (SANS 31000 : 2009)		
9.	Event duration (START / END TIME)		
10.	Spectator profile : SASREA 4(10)(d) (expected number)		
11.	Control of event service providers : SASREA 4(10)(e)		
12.	Ablution facilities : SASREA 4(10)(f) SABS 0400		
	12.1 Maintenance / service plan		
	12.2 Number of toilets		
	12.3 Disabled toilets		
	12.4 VIP toilets		
13.	Refuse removal / cleaning of venue		
14.	Water (tap/bottled water)		
15.	Liquor control : SASREA 4(10)(g)		
16.	Proactive and reactive fire measures : SASREA 4(10)(h)		
17.	Emergency medical measures : SASREA 4(10)(i) OHS		

18.	Access and egress control : SASREA 4(10)(j)		
	18.1 Security plan		
	18.2 Accreditation of members		
	18.3 Cash handling		
	18.4 Lost and found		
	18.5 Identification of children (name tags/wrist bands)		
19.	Safety information announcements: SASREA 4(10)(k)		
20.	Emergency evacuation procedures : OHS		
21.	Traffic Management Plan		
	21.1 Signed off operation plan		
	21.2 Road closures		
	21.3 Landing of helicopters		
22.	Parking management plan		
23.	Food vendors COA's		
24.	Noise Control		
	24.1 Appointment of qualified Acoustic Engineer		
25.	Advertisement by means of media or leaflet to inform residents vent		
26.	Certificate, storage of flammable liquids. OHS Safety Reg. Sec 4.		
27.	Temporary structural certificates SABS OHS Construction Reg. 16(1)(2)		
	27.1 Sizes of tents		
	27.2 Ramps OHS Safety Regulations 13(b) SABS		
	27.3 Amusement rides		
28.	Electrical regulations 7(1)		
29.	JOC/VOC Requirements		
30.	JOC/VOC Commander		

31.	SAPS Medium Risk		
32.	Authorized SAPS member		

DATE AND TIME OF SITE INSPECTION:

SIGNATURE OF EVENT ORGANISER: _____

EMPD SIGNATURE: _____

EMERGENCY SERVICES SIGNATURE: _____

ENVIRONMENTAL HEALTH SIGNATURE: _____

CHAIRPERSON SIGNATURE: _____