

# Event Application Form



Fill in the fields on this form and submit the completed form to the Ekurhuleni Metropolitan Municipality.

Please ensure you attach a site plan, including location of all temporary structures to the application. Please include site address, names of roads, park/reserve to be used.

**NOTE: All fields are required and MUST be filled in.**

| <b>Event Application Form</b>   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| <b>Name of event</b>  | <input type="text"/> |                      |                      |
| <b>Type of event</b>  | <input type="text"/> |                      |                      |
| <b>Description of event</b> (eg Why you're holding the event, who is your target audience, what activities will the event include?)<br><br>Attach additional sheet if required. | <input type="text"/> |                      |                      |
| <b>Venue Name</b>   | <input type="text"/> |                      |                      |
| <b>CONTACT DETAILS</b>  |                      |                      |                      |
| <b>Organisation/<br/>Individual</b>   | <input type="text"/> |                      |                      |
| <b>Contact name</b>   | <input type="text"/> |                      |                      |
| <b>Postal address</b>   | <input type="text"/> |                      |                      |
| <b>Street address</b>   | <input type="text"/> |                      |                      |
| <b>Phone number</b>   | <input type="text"/> | <b>Mobile number</b> | <input type="text"/> |
| <b>Facsimile</b>  | <input type="text"/> | <b>E-mail</b>        | <input type="text"/> |

**DATES / TIMES**

Set up date

Time

Event starting date

Time

Event finish date

Time

Conclusion date

Time

Number of people on location

Number of vehicles on location

Type/s of vehicles on location

**PARKING REQUIREMENTS**

Are you aware of on-site parking available?

 Yes  No

Do you require parking to be made available?

 Yes  No

Will event security be responsible for parking management?

 Yes  No**STREET ACTIVITIES***If you anticipate more than 100 vehicles a Traffic Management Plan is required.*

Is a road closure or traffic management required?

 Yes  No*If Yes, a Traffic Management Plan must be submitted 90 days prior to your event taking place.*

Which Traffic Management company are you using?

Do you require the Ekurhuleni Metropolitan Police Department to assist with traffic management?

**A FEE WILL BE CHARGED FOR THIS SERVICE!** Yes  No**CLEAN UP***(The organiser is responsible for the cleaning up of the venue)*

What are your arrangements?

Expected date of completion

Expected time of completion

EMM does not offer recycling options, would you like more information on this?

 Yes  No

## TOILETS

(One toilet per one hundred (100) people is required)

Will you be bringing in extra toilets?

Yes  No

If "YES" please attach a signed maintenance agreement and programme.

## ELECTRICITY

Is power supply required for this event?

Yes  No

Will you require access to EMM power supplies, if available at the venue?

Yes  No

## WATER

Will you require access to EMM water supplies, if available at the venue?

Yes  No

## SOUND

Will there be any amplified sound?

Yes  No

Give a brief description; ie expected dB Levels, etc.

## SPECIAL EFFECTS (eg fireworks, smoke, noise, lighting etc, also supply Health & Safety Certification for Fireworks)

Will there be any special effects?

Yes  No

## ENTERTAINMENT (e.g. Bands, jumping castles etc)

Will there be any other types of entertainment?

Yes  No

Give a brief description.

## BUILDING CONSENT

Will there be any of the following?

Tents or marquees over 100m<sup>2</sup>

Yes  No

Platforms or staging over 1m high

Yes  No

Scaffold towers or grandstands

Yes  No

Portable buildings (eg 'Portacom's')

Yes  No

Temporary artwork or other structure

Yes  No

Broadcasting platforms/temporary structures

Yes  No

## REGULATORY LICENCES

The organiser is responsible for obtaining all appropriate licences before approval for your event can be given. (Attach copies of licences granted.)

Which of the following licences will you require?

Do you have a current event categorisation form from the National Commissioner?

Yes  No

Risk categorisation certificate

Low  Medium  High

Sale of Liquor

Yes  No

Amusement Devices

Yes  No

Sale of Merchandise

Yes  No

Storage and use of LPG

Yes  No

Storage and use of Diesel

Yes  No

Storage and use of Kerosene

Yes  No

Will you be using Food Vendors

Yes  No

If Yes, are they registered and current?

Yes  No

Please give details

## PUBLIC LIABILITY INSURANCE

Proof of your insurance is required.

Yes  No

Is a copy attached?

Yes  No

Company/Insurer

Amount

R

Expiry date

Comments

## Resource consent

Have you applied for resource consent?

Yes  No

*If you are unsure whether you require resource consent for the proposed activity you will need to contact the EMM Town Planner or come in to the EMM Offices and speak to a Planner to determine what rules of the Proposed EMM City Plan apply to your activity. If resource consent is required, the application form and information can be accessed from our offices.*

## CHARGES

*The organiser will incur costs such as facility fees and other Ekurhuleni Metropolitan Municipality charges. The organiser will be responsible for the cost of barricades, signage, cones and other items that the event requires. The organiser may be asked to provide a deposit that will be refundable on fulfilment of council requirements.*

*Organisers must comply with the conditions for the use of Ekurhuleni Metropolitan Municipality venues, stadiums, parks, streets, squares and facilities. A set of conditions will be attached to your certificate of approval. Any changes or additions to these conditions are at the discretion of Ekurhuleni Metropolitan Municipality.*

## PRIVACY ACT

*The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Ekurhuleni Metropolitan Municipality departments, external agencies and for public notification as required.*

## HEALTH AND SAFETY PLAN

*We confirm that our organisation has a Health and Safety Management Plan.*

Yes  No

*This plan complies with the requirements of the Safety at Sport and Recreational Events Act 2010 and the Occupational Health and Safety Act 1993, and Regulations and all other relevant legislation. This plan will remain in force for the duration of our event and will not be amended or cancelled during this time.*

*We confirm that our organisation has an Events Operational Safety Manual.*

Yes  No

*This operational manual complies with the requirements of the Safety at Sport and Recreational Events Act, and Regulations and the Occupational Health and Safety Act 1993 and all other relevant legislation. This operational manual will remain in force for the duration of our event and will not be amended or cancelled during this time.*

*We confirm the following requirements are part of the Plan:*

➤ *A system is in place for the identification, assessment and control of hazards.*

Yes  No

➤ *Control measures for hazards are reviewed at intervals appropriate to the running of the event.*

Yes  No

➤ *Health and Safety responsibilities are assigned to designated staff, that is, all those working on the event, including volunteers.*

Yes  No

- **Organisation representatives have inspected the event location to ensure that the venue is safe.** Yes  No
- **An Accident Register is kept on site.** Yes  No
- **An emergency plan designed for our event is in place for dealing with a variety of emergencies.** Yes  No
- **A Health and Safety briefing will be carried out with staff (including volunteers) prior to each session of the event and documented.** Yes  No
- **The Security / Stewarding Company employed complies with all statutory requirements of the Act.** Yes  No
- **All staff working at the event location has the necessary knowledge and skills to perform their job adequately, or that they will be adequately supervised.** Yes  No
- **A system is in place to ensure the public is not endangered by activities carried out at the event venue.** Yes  No
- **An events safety officer is appointed.** Yes  No

**Insert full names of events Safety Officer**

**Insert appointed Safety Officers cellular number**

**Total number of staff/volunteers working at our event is**

**CONFIRMATION**

***I, the undersigned, confirm that the above information is true and factual. I confirm that I am the authorised person for this matter.***

**Name**  **Date**

**Signature**

***If any details, relating to this permit application, are altered after the form has been submitted, please advise the Ekurhuleni Metropolitan Municipality, as soon as possible:***

**Event Development Administrator  
Ekurhuleni Metropolitan Municipality  
(Insert full details of address, telephone, mobile no., and e-mail here)**