

6th Floor, Waldorf Arcade
80 St Georges Mall
Cape Town 8001
P O Box 16548, Cape Town 8000
Ask for: Alicia Hendricks
TEL: 021 483 9013
Fax: 021 957 0046
E-mail: events.permit@capetown.gov.za

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ECONOMIC AND SOCIAL DEVELOPMENT

Economic & Human Development— Events Office

GUIDELINES FOR STAGING EVENTS WITHIN THE CITY OF CAPE TOWN

The main criterion for staging any proposed event in the City of Cape Town is the safety of both the participants and the general public.

These guidelines outline regulations that must be complied with during the full duration of the event in order to obtain permission to host an event in the City Of Cape Town. The list is by no means exhaustive and may, in the interest of public safety, be supplemented with any additional requirements deemed necessary by the City of Cape Town (CoCT).

Any application to stage an event must be submitted to the CoCT Events Office by the Event Organiser on the prescribed Application Form and must adhere to the City's Events Application requirements. Please consult the relevant documents and note the various minimum timeframes and other requirements.

The CoCT Events Office will inform all possible role-players within three working days of the submission of the application. The nature of certain events may determine that applications should be submitted earlier, in these cases the organiser should practice due diligence and notify the CoCT Events Office as early as possible.

Applications are to be submitted to the CoCT Events Office at: The Events Office, on fax: (021) 957 0046, or via e-mail to events.permit@capetown.gov.za

(Note: The Events Office does not facilitate approvals for Processions, Marches and/or Gatherings in terms of the Gatherings Act.

Should you wish to have a procession, march, gathering, demonstration or picket kindly submit an application in terms of Section 3 - Notice of Gatherings of the Regulation Of Gatherings Act, Act 205 of 1993, read with Section 22 – Processions of the Standard By-Law Relating To Streets [Provincial Notice No. 562 Of 1987] [dated 2 October, 1987], to:

The Office of The Speaker: fax: 021 400 5864 or tel: 021 400 2285)

Events Guidelines – please note the City's Events Application Form and Requirements document must be consulted. The following list serves as a guide only.

1. In terms of Section 4 of the National Buildings Regulations Act, Act 103 of 1977 it is an offence for anyone to erect any type of structure without the prior permission of the local authority, being the City of Cape Town.

A plan indicating the temporary structures (e.g. marquees, stages, temporary seating, etc.) to be erected and a venue floor plan/layout must be submitted for approval. Attached is a copy of the Application Form for the temporary erection of a tent, exhibition stalls, temporary seating stand and stage in terms of Section 4(2) of the National Buildings Regulations Act, Act 103 of 1977 and the City of Cape Town Community Fire Safety By-law (Bylaw 11257). Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Community Fire Safety.

2. A qualified security company that has been trained in events management must submit an integrated security operation plan in collaboration with the South African Police Services (SAPS). The security company that has been contracted must conform to the Private Security Industry Regulation Act, Act 56 of 2001. A letter of undertaking between the event organiser and the contracted security company, specifying inter alia, the extent of security services to be provided at the event, is to be submitted to Events Office.
3. The responsibility for the safety of all present (VIP, public, staff, etc) lies primarily with the event organiser. The law enforcement agencies (South African Police Services and the Metro Police Services of City Of Cape Town) will maintain public order and prevent the commission of offences in terms of the Criminal Procedure Act, Act 51 of 1977 and the Regulation of Gatherings Act, Act 205 of 1993.
4. A Disaster Medical Plan must be submitted in accordance with the Events Procedures Policy of the City of Cape Town. Furthermore, a letter of undertaking from the contracted Emergency Medical Services service provider must be submitted indicating that an agreement has been reached to provide medical services at the event and specifying the medical services to be provided at the event and on standby.
5. All vendors that will handle food must produce a valid health clearance certificate and/or comply with equivalent requirements; and any additional environmental health issues to conform to the Health Act, Act 63 of 1977. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Environmental Health or alternatively view <http://www.capetown.gov.za/clusters/health.asp?IDPathString=1123&clusid=245>
6. The use and sale of fireworks are regulated by the Explosives Act, Act 26 of 1956, as well as the Regulations issued in terms of this Act. Chapter 10 of the Regulations regulate the use and exploding of fireworks. Of importance for policing purposes is Regulation 10.34. Applications to be sought via the local authority to the Chief: Explosives of the South African Police Services in order to obtain the necessary permission to discharge fireworks (Application approval also subject to Part 172 of the Civil Aviation Regulations, 1997).
7. All fire safety related issues (e.g. use of gas cylinders, access and egress for emergency vehicles, etc.) to conform to the City of Cape Town Community Fire Safety By-law (Bylaw 11257), made under the Fire Brigade Services Act, Act 99 of 1987. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Community Fire Safety.
8. Should extra power supply be required; a request for the supply of temporary electricity must be submitted for the duration of the event (such details to be depicted on the floor plan outlay). If a private company have been contracted such person and/or company to comply with the Electrical Installation Regulations (Regulations made under the repealed Machinery and Occupational Safety Act 1983 and now applicable under the Occupational Health and Safety Act 1993 (GN R2920, 23 October 1992 amended to GN 962, 20 May 1994).
9. The removal of litter and any form of debris during or at the conclusion of the event must be to the satisfaction of the City of Cape Town. The cleaning of the venue and collection of waste will be for the account of the Event Organiser unless prior arrangement has been made with the Solid Waste Management Department for the cleaning of the venue. A receipt slip of Landfill after the event from the Events Organiser is required for the proof of records. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Dumping and Littering.
10. In the interest of public safety and in accordance with Subsection (1) of the Firearms Act, Act 60 of 2000 no person may allow any firearm or ammunition into a firearm-free zone; or carry a firearm or ammunition in a firearm-free zone. A police official may without

warrant search the premises in a firearm-free zone if he or she has a suspicion (on reasonable grounds) that a firearm or ammunition may be present in the firearm-free zone. Any person present in a firearm-free zone may be searched and any firearm or ammunition present in the firearm-free zone or on the person may be seized in contravention of a notice issued in terms of Subsection (1); also visit Please visit http://www.capetown.gov.za/policies/policy_gw_frameset.asp and click Policy - Declaring certain Council Premises Gun Free Zones

11. The usage and selling of and cannabis and/or other banned drug substance is strictly prohibited in terms of Section 3, 4 and 5 of the Drugs and Drug Trafficking Act, Act 140 of 1992;
12. Application for a Temporary Liquor License must conform to the Liquor Act, Act 27 of 1989. Applications can be submitted to the local Designated Police Officer of the South African Police Services within the precinct of jurisdiction.
13. The volume of any amplified sounds must conform and complied with in terms of Regulation 7(2) of the Noise Control Regulations P.N. 627/1989, made under Section 25 of the Environmental Conservation Act, Act No. 73 of 1989. Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Environmental Health or alternatively view <http://www.capetown.gov.za/clusters/health.asp?IDPathString=1123-1373-1378&clusid=245&catparent=1378>
14. Application for intermittent/temporary and/or full road closures for the scheduled event to conform to Section 22 – Processions of the Standard By-Law Relating To Streets [Provincial Notice No. 562 Of 1987] [Dated: 2 October, 1987. Should signage for no stopping, parking and other devices be required, these equipment must to be in compliance with the South African Road Traffic Signs Manual.
15. In terms of the Regulation of Gatherings Act, Act 205 of 1993 the local authority can at any time (should such a course be considered necessary or desirable by the City Of Cape Town) withdraw or amend the permit
16. Application to be sought through the Directorate: Planning And Building Development Management for a Temporary Departure in terms of Section 15(1)(a)(ii) of the Land Use Planning Ordinance (Act 15 of 1985) for usage of event other than the purposes the property has been zoned for. Please visit <http://cityweb.capetown.gov.za/wcmstemplates/planning.aspx?clusid=447&catparent=5588&IDpathString=5384-5385-5394-5588> to contact the relevant planning official.
17. In the event of aircraft operations (e.g. helicopter flights) such application to be submitted in terms of CAR 91.07.4 – Application for Non-Scheduled Helicopter flying operations. Please visit <http://www.caa.co.za>
18. In terms of Part 101 the Operation of Line-Controlled Kites, Model Aircraft, Captive and Unmanned Free Balloons [GN R1664 of 14 December 1998] as prohibited. Applications for exemptions must be sought via the local authority to the South African Civil Aviation Authority (to be read with General Operating and Flight Rules as prescribed in Part 91 of the Civil Aviation Regulations, 1997.
19. The special use of airspace (e.g. tethered balloon (Blimps), Fireworks display, Search Lights, etc.) is subject to the approval of the CAA: Air Traffic Services in terms of Part 172 of the Civil Aviation Regulations, 1997.
20. Any change in the environment caused by any substance emitted into the atmosphere from any activity, where that change has an adverse effect on human health or well-being or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future must be complied

with in terms of the City of Cape Town: Air Pollution Control By-law (Bylaw 12649). Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Air Pollution Control or alternatively view <http://www.capetown.gov.za/clusters/health.asp?IDPathString=1123&clusid=245>

21. Temporary signs (e.g. posters, etc.) capable of being attached to the municipal electrical light standards and/or pasted to fixed structures to advertise events must comply with the City of Cape Town: Outdoor Advertising and Signage By-law (Bylaw 5801). Please visit http://www.capetown.gov.za/by-laws/bylaw_frameset.asp and click By-Law - Outdoor Advertising and Signage or alternatively view http://www.capetown.gov.za/policies/policy_gw_frameset.asp and click on Policy - Advertising Public Participation Process Land Use and Development Applications
22. Please make contact with the City Of Cape Town Property Management Directorate for property approval, leasing or lease clarification and/or parking arrangements. Kindly contact Mr Mike Tamlin on (021) 400 3095/2601 in order to secure adequate parking. Please visit http://www.capetown.gov.za/policies/policy_gw_frameset.asp and click on Policy - ParkingInterimPolicyFrameworkAndStrategy
23. In terms of the "Municipality of the City of Cape Town: Water Services By-Law To Limit Or Restrict The Use Of Water" published in the Provincial Gazette No. 5994 dated 28 March 2003, that, with effect from 1 October 2004 and until further notice, certain restrictions, subject to the exemptions provided for, shall apply within the boundaries of the City of Cape Town.

Additional Notes and Requirements:

Please consult the Events Office for full requirements.

a) Indemnity Form

An Indemnity Form must be completed and submitted to the City of Cape Town in order for the Municipality to be indemnified against all actions, lawsuits, proceedings, claims, demands, costs and expenses arising out of the permission. In addition, the insurer specifying the insurance coverage for public liability with such insurance company must submit a letter of confirmation.

b) Service Charges and Tariffs

Charges will be levied in terms of staff costs, overtime and services. Should any costs arise from any assistance rendered by any of the municipal services, the event organisers will be liable for payment thereof to the appropriate department/branch that rendered any specific service.

c) Consultation

Consultation with and concurrences from Ratepayers Associations and/or Ward Councillors and other representative bodies may be required in terms of applicable legislation.

Events Office
Economic and Human Development
City of Cape Town

February 2008

EVENTS APPLICATION REQUIREMENTS

3 July 2007

The following information and documentation is required from ALL organisers of events wishing to host events in the City of Cape Town.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of City Departments and compliance with legislative requirements.

SIZE	CATEGORY- ATTENDEE/PARTICIPATION SIZE	MINIMUM TIME BEFORE AN EVENT TO SUBMIT AN APPLICATION TO THE CITY *
Small	1 - 2000	10 working days (2 weeks) **
Medium	2001 – 5000	15 working days (3 weeks)
Large	5001 – 10 000	20 working days (1 month)
Very Large	10 001 – above	3 months (preferably 6 months)
Any Event which involves an application for a Liquor Licence.		21 working days

* *Note this excludes any specific or special application directives which the City may issue from time to time, which may vary by event type, size or the time of the year (for example over the festive season or public holiday or related to a type of event)*

** *Note if a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licences and Certificates of Acceptability.*

- A formal Application including the name and contact numbers of the organizer, providing as much information as possible and
- An Event Plan including at least the following information:
 1. Description of Event:
 - Type of event: International, National, Local
 - Date
 - Duration
 - Locality
 - Venue
 - On or near Key point/s or Restricted Area
 - Anticipated number of spectators
 - Participants attending event (including President/VIP/Artist)
 2. Event Program (full details and times, plus contact details for person responsible for each aspect of event)
 3. Layout of event:
 - Stages
 - Marquees
 - Fencing
 - Crowd Barriers
 - Vendors
 - Catering
 - Lockdown
 - VOC Location
 - Ticket Selling Booths
 4. Transport Management Plan

- Road closures (and times)
 - Parking areas
 - Route Plan (if applicable)
 - Emergency Access Routes
 - Emergency Vehicle Parking Areas
5. Emergency:
 - Medical Plan
 - Security Plan
 - Departmental Emergency Response Plan
 - Evacuation Plan
 - Facility Emergency Plan
 - Civil Aviation Application
 6. Vendors / Caterers
 - List of details
 - Use of LP Gas
 7. Health requirements:
 - Vendor Licence
 - Food integrity
 - Certificate of Acceptability
 - Tobacco Control
 - Ablution Facilities and/or Mobile Toilets
 8. Completed Application forms for
 - Liquor Licence/s
 - Noise Exemption (including public participation)
 - Erection of Stages/Marqueses
 9. Services Requirements
 - Electricity
 - Water
 - Waste Management Plan
 - Prior arrangements for cleaning venue
 - Bins
 - Receipt slip from landfill site (post event)
 - Transport, Roads and Stormwater
 10. Event Communication Plan
 - Ticket Selling Strategy
 - Medical Plan
 - Accreditation
 - Any specific requirements
 11. Environmental Protection Plan
 12. Community Participation Plan
 - Contact with Councillor/s
 - Contact with Community/Residents Organisations/Association
 - Residents/Business/Community Consultation.
 13. Indemnity forms
 - Indemnity form
 - Public Liability insurance confirmation letter

Events Permit Office
3 July 2007

Cape Town Events Office (CTF&EO)

6th Floor, Waldorf Building, St Georges Mall, CAPE TOWN

P O Box 16548, VLAEBERG 8018, SOUTH AFRICA

Tel: +27 21 483 9013

Fax: +27 21 957 0046

03



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

APPLICATION FOR AN EVENT IN CAPE TOWN

NAME OF EVENT: _____ EVENT No: # _____

LOCATION OF EVENT: _____

(NB. If event includes a march/procession, complete *Annexure A*)

DATE/S OF PROPOSED EVENT: _____

START TIME OF EVENT (FOR EACH DAY): _____ DURATION: _____

NUMBER OF ATTENDEES EXPECTED: _____

(NB. Specify estimates for each day)

EVENT ORGANISER/PERSON MAKING APPLICATION _____

COMPANY NAME: _____

DESIGNATION: _____ TEL/CELL: _____ FAX: _____

BRIEF DESCRIPTION OF EVENT: (PLEASE ATTACH ADDITIONAL DOCUMENTS AS PER CITY'S EVENTS PACK)

1. TRAFFIC CONTROL REQUIRED ? : YES NO

IF YES PLEASE PROVIDE DETAILS: _____

• SECTION OF ROAD(S): _____

• TIME: _____

2. MARQUEES / TENTS: YES NO

IF YES PLEASE PROVIDE DETAILS: _____

3. MUSIC/PUBLIC ADDRESS/ PA SYSTEM, ETC. TO BE USED: YES NO

• MUSIC / OTHER. PLEASE GIVE DETAILS: _____

4. CATERING / FOOD STALLS:

• NUMBER PLANNED: _____

• NUMBER WITH CERTIFICATES OF ACCEPTIBILITY: _____

5. OTHER SERVICES

• ELECTRICITY YES

DETAILS: _____

• WATER YES NO

DETAILS: _____

• WASTE REMOVAL YES NO

DETAILS: _____

ANY OTHER SPECIAL REQUIREMENTS: _____

SIGNATURE: _____ APPLICATION DATE: _____

PLEASE NOTE: This application does not mean the City has approved your planned event. Please ensure you liaise with the Events Office regarding the approval process and any additional information required. Your Event can only proceed once the City formally gives approval and a permit is issued.



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD



8th Floor, Waldorf Arcade
80 St George's Mall
Cape Town 8001
P O Box 16548, Vlaeberg, 8012
Ask for: Terence Isaacs
Tel: 021 483 9013
Fax: 021957 0046
Ref:
Filename:

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80 St George's Mall
Cape Town 8001
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Ifeksi: 021957 0046

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8ste Vloer, Waldorf Arkade
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ECONOMIC & HUMAN DEVELOPMENT
FILM/EVENTS PERMITS OFFICE

INDEMNITY FORM

I, (full name)
(Print)

ID No.

In my capacity as

of (full name of institution)

being duly authorised hereto on behalf of institution with regard to

.....

..... (state purpose/event)

With full knowledge of such declaration, declare as follows:

I hereby indemnify the City of Cape Town 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 20.....,

at

.....
SIGNATURE

.....
DATE

WITNESSES:

.....
SIGNATURE

.....
DATE

.....
SIGNATURE

.....
DATE

Note: A R2,00 revenue stamp must be affixed to this form. The stamp must be cancelled by adding your initials and the date thereon.

This original form must be submitted to the Cape Town Film & Events Permit Office.

**CITY OF CAPE TOWN
DIRECTORATE: CITY HEALTH**

NOISE EXEMPTION APPLICATION IN TERMS OF REGULATION 7. (2) OF THE NOISE CONTROL REGULATIONS P.N. 627/1998 MADE UNDER SECTION 25 OF THE ENVIRONMENTAL CONSERVATION ACT, 1989 (ACT 73 OF 1989).

1. Name of owner/manager of the business/premises: _____

2. Name of Company or Organisation (if applicable): _____

3. Applicant: _____ Phone No: _____

4. Event location: _____

5. Date of event: _____ Time of event: Start _____ Stop _____

6. Responsible Person _____ Cell No: _____

7. Noise source (eg. live band, D.J., microphone, construction equipment, etc): _____

8. Is event: Indoor Outdoor Number of guests:

9. Existing and/or proposed measures in place or to be adopted to limit the noise at source. _____

10. Does the premises where the event is to be held have a valid liquor licence: Yes: No:

11. Liquor Licence Ref No: _____

Signature of Applicant: _____ Date: _____

The following documentation must be submitted with this application:-

1. A site plan indicating surrounding premises, their uses and the position of the possible noise source with distances indicated from the source.
2. A letter of consent from the owner/body corporate and that he/she/they are aware of the proposal.

It must be noted that in terms of Regulation 7. (4), an exemption shall not take effect before the applicant has undertaken in writing to comply with all conditions imposed by a local authority under sub-regulation (3); provided that if activities commence before the undertaking has been submitted to the local authority concerned, the exemption shall lapse.

In addition, it must be pointed out that any person who contravenes or fails to comply with a provision of these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding R20 000.00 or imprisonment for a period not exceeding two years, or to both such fine and such imprisonment and, in the event of a continuing contravention, to a fine not exceeding R250 or imprisonment for a period not exceeding twenty days, or to both such fine and such imprisonment for each day on which such contravention continues.

A. Population Certificate Application

For official use only											
Permanent / Temporary (Delete which is not applicable)											
Application No. _____											
File No. _____											
Population Certificate Application											
Application for a Population Certificate is made in terms of Section 21 (1) of the Community Fire Safety By-law.											
Name of applicant:		Telephone No.									
		Cell No.									
Name of business:		Telephone No.									
		Cell No.									
Type of business, e.g. bar, nightclub etc:											
Erf No:											
On what floor of the building is the venue situated i.e. ground, 1 st etc?											
Street address:											
Suburb:		Code									
Details of Premises											
How many floors does the building have?		How many floors are occupied by the venue for which this application is being made?									
Square metres of usable area per floor of venue Indicate a separate square meterage for each floor occupied by the venue in the blocks below		Expected Population									
		Number of exits per floor									
		Indicate exits per floor separately in the blocks below									
Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()	Floor ()
The controlling authority may refuse to issue the certificate applied for if the premises do not comply with the requirements of the National Building Regulations. The controlling authority may prescribe any additional conditions deemed necessary to render the premises safe prior to the issuing of the certificate. The certificate is valid only for the premises for which it is issued and is not transferable. If the occupancy or ownership of the premises change, the owner or person in charge must apply for a new certificate.											
Signature of applicant											
Print Name											
Date											
Address											
For Controlling Authority: (Signature)											
Print Name											
Date											
A certificate fee of R _____ is payable to THE CITY OF CAPE TOWN in respect of this application and the subsequent inspection.											

CITY OF CAPE TOWN

BUILDING DEVELOPMENT MANAGEMENT

TENT STAND/STAGE EXHIBITION/
STALL

Application No:

Name of Applicant:

Address:

Erf

Office use only: Application Details:

1. Scrutiny Fee: R
2. Receipt No:
3. Has all required information been furnished:

<u>DEPARTMENTAL CLEARANCES REQUIRED FOR SCRUTINY PURPOSES</u>		
CHIEF OF FIRE AND EMERGENCY SERVICES	STRUCTURAL ENGINEER B D	OTHER

<p>City of Cape Town Planning and Economic Development</p> <p>Approved: (Subject to the attached conditions)</p> <p style="text-align: center;">For Executive Director: Planning and Environment</p> <p>Approval period:</p> <p>Lapse date:</p>

CITY OF CAPE TOWN : BUILDING DEVELOPMENT MANAGEMENT

APPLICATION TO ERECT A TENT/EXHIBITION STALLS AND/OR TEMPORARY SEATING STAND/STAGE IN TERMS OF SECTION 4(2) OF ACT 103 OF 1977 AND BY LAW 11257 RELATING TO COMMUNITY FIRE SAFETY.

I, the undersigned hereby apply for permission to erect a Tent/Exhibition Stalls and/or Temporary Seating Stand/Stage in accordance with the particulars given below and the plans attached hereto:

1. DETAILS OF THE APPLICANT

Full Name	
Postal Address	
Signature	
Telephone number	
Fax number	
e-mail Address	

2. DETAILS OF THE OWNER OF THE PROPERTY (IF DIFFERENT FROM THE APPLICANT)

Full Name	
Postal Address	
Signature (If this is not the property owner's signature, please attach a Power of Attorney or authority from the owner)	
Telephone number	
Fax number	
e-mail Address	

3. DETAILS OF THE PREMISES ON WHICH THE TENT/EXHIBITION STALLS AND/OR TEMPORARY SEATING STAND/STAGE IS TO BE ERECTED.

Address of Premises	
Erf number	

4. DETAILS OF THE PROPOSAL.

Indicate what the application is for: (tick appropriate block)	Tent	Exhibition Stalls	Temp Seating Stand/Stage
Size(m ²) and dimensions of Tent and seating capacity of Tent or Stand.			
Use of Tent.			
Duration of use of facility.			
Will the event occur during the hours of darkness, if so illuminated "EXIT" signs and emergency lighting and standby power to be provided.			
Are there cooking facilities, if so provide details including wash-up details.			
Is there an electrical power supply, if so a Compliance Certificate is required.			

5. CHECKLIST OF PLANS/DOCUMENTS ATTACHED BY APPLICANT.

	Attached	Not Attached
Letter/signature of registered owner of property		
Site Plan (minimum scale 1:200) See notes below.		
Drawings showing Structural Detail.		
Registered Person's Appointment Form.		
Fire Brigade access indicated.		
Details of any gas installation.		
Toilet facilities indicated and anticipated peak population.		

I, _____
(name of applicant)

declare that the above information is to my knowledge correct.

Date: _____

Signature: _____

Important Notes:

1. The erection of any Temporary Seating Stand accommodating more than 120 people will require the appointment of a Registered Person.
2. The erection of a Tent that will accommodate more than 100 people will require the appointment of a Registered Person.
3. The site and layout plans (2 copies required) must indicate the street address, the position of all proposed structures, the positions of tables / chairs / stage, the fire escapes and fire equipment details of the materials to be used in the construction of stalls.
4. Where the population of any tent exceeds 25 persons at least two emergency exits are required.
5. Seating, isles and escape routes are to comply with SABS 0400 – TT50.
6. For Temporary Seating Stands the requirements of SABS 1169 and SABS 0400 must be fully comply with in all respects. Where there are discrepancies or ambiguities between the two documents the requirements of SABS 0400 take precedent. The recommendations contained in the report on Temporary Demountable Structures published by the Institution of Structural Engineer's, London, should also be complied with.
7. Full details of cooking, wash-up facilities to be provided.

Conditions:

1. All Tent fabric shall be of a fire resistant material or shall be treated with a fire resistant solution of flame retardant. A copy of a certificate shall be signed by a competent person and shall be available on request by the Inspecting Officer.
2. No tent may be erected closer than 4,5 metres to any boundary, existing building or any combustible material.
3. There must be a clear space of at least 4,5 metres around each tent to allow for a free means of egress and access for emergency appliances.
4. No cooking, open flame or fires will be permitted in any tent or within 5m of any tent.
5. No smoking is permitted within the tent and "NO SMOKING" signs are to be permanently displayed at all entrances.
6. Lighting and wiring installed in a tent must comply with the requirements set out in SABS 0142 in such a manner that direct contact is not made with combustible material and the radiated heat does not pose an ignition hazard.
7. A maximum of 38kg LP Gas is permitted per tent (one 19kg supply container and one 19kg reserve container).
8. Fire extinguishers are to be provided at a rate of one (1) per every 100m² or part hereof.
9. Fire extinguishers to be placed in easily accessible and visible positions and shall be properly indicated with signage.
10. Population shall be restricted to one (1) per m² or as per approved seating plan.
11. All emergency signage shall be SABS approved and comply with SABS 0400-TT29.
12. Where emergency lighting is required it shall comply with SABS 0400-TT30.
13. Access for the disabled shall be provided in accordance with Part S of SABS 0400.

CITY OF CAPE TOWN: BUILDING DEVELOPMENT MANAGEMENT

NATIONAL BUILDING REGULATIONS APPOINTMENT FORM FOR REGISTERED PERSON

To: **BUILDING CONTROL OFFICER** Plan/Card/Erf No.: _____

CITY OF CAPE TOWN / TYGERBERG and BLAAUWBERG / OOSTENBERG / HELDERBERG / SOUTH PENINSULA MUNICIPALITIES

Description of project: _____

*Erf/Holding/Portion No: _____

*Township/Agriculture Holding/Farm Name: _____

Street Address: _____

SECTION 1 : DECLARATION BY OWNER(S)

*I/We _____
(Name of Owner)

of _____

Tel. No.: _____ hereby confirm that I/We have appointed _____
(Name of appointed person)

in terms of Regulations * A19(1)/A19(2) as the Registered Person for the work, duties and responsibilities set out over, and * I/We understand and accept that the onus is on * me/us to:

- (1) inform the Registered Person when the work is due to start on site, and
- (2) notify the local authority in writing should the appointment be terminated before the work for which this person was appointed is completed, and if considered necessary by the local authority to make another appointment.

Signature of Owner(s): _____ Date: _____

SECTION 2 : UNDERTAKING BY REGISTERED PERSON

I, _____
(Name in Block Letters)

of _____
(Address in Block Letters)

Tel. No.: _____ Fax. No.: _____

undertake and accept full responsibility for :-

- (1) the rational design in respect of the above project for the applicable work described over, and for inspection of the work during construction/installation at intervals in accordance with accepted professional practice to check compliance with the approved design;
- (2) providing the local authority with such drawings, details and particulars as are and may be required by these regulations;
- (3) providing the local authority with a full list of my academic qualifications and relevant experience when called upon to do so in terms of Regulation A19(3).
- (4) notify the local authority in writing should:
 - (1) it appear that any work is being carried out in a manner which may endanger the strength, stability and serviceability of the building or any adjoining building, structure or property.
 - (2) my appointment be terminated before the work which I was appointed is complete, and
- (5) submitting to the local authority on completion of the work contemplated in Section 4(b) and (i), a certificate in terms of Section 14(2A) of the National Building Regulation and Building Standard Act, No. 103 (1977).

Signature

Professional Registration Number

Date

* Delete where inapplicable

PTO

SECTION 3 : DESCRIPTION OF APPLICABLE WORK

	Description of applicable work	Regulation No(s)	Signatures
(a)	Precautionary measures to ensure the stability of an excavation, adjoining property, etc	G1	Registered Person:
			Owner:
(b)	*Structural System including Support by Existing Building and fire stability	B1 & A1 (3)	Registered Person:
			Owner:
(c)	*Structural System including but not limited to the following: (reinforced concrete foundations, slabs, staircases, bases, beams, columns, retaining walls, slabs), fire stability and any other related items	B1	Registered Person:
			Owner:
(d)	*Structural System including but not limited to the following: (timber dwelling, truss/rafters roofs, beams, floor joist/boards and stanchions), fire stability and any other related items	B1	Registered Person:
			Owner:
(e)	Artificial Ventilation System	O4	Registered Person:
			Owner:
(f)	Drainage Installation	P2	Registered Person:
			Owner:
(g)	Stormwater Disposal System	R1	Registered Person:
			Owner:
(h)	Fire Protection System	T1	Registered Person:
			Owner:
(i)	Fire Installation System	W4	Registered Person:
			Owner:
(j)	Building on Unstable Ground	P3(2) & F3(3)	Registered Person:
			Owner:
(k)	Structural system - Temporary Building with Public Access	A23(4)	Registered Person:
			Owner:
(l)	Any other relevant items in terms of the NBR and the Building Standards Act 1977 (Act 103 of 1977)		Registered Person:
			Owner:

SECTION 4 : INFORMATION OF REGISTERED PERSON

1) Details of Professional Registration with ECSA :

Registered as	Registration Number

* Delete where inapplicable