

Event Transport Management Plan (TMP) Guidelines

May 2020



CITY OF CAPE TOWN
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INTRODUCTION

Cape Town is a well-known destination for events, which have significant social and economic effects. The City of Cape Town, as the accountable local authority, supports and promotes events.

The City must be sure that events meet safety standards and legal requirements, and that surrounding communities and the environment are not adversely affected. Events must be carefully planned and managed to limit negative impacts. These impacts vary, depending on the nature of the event, its size, location and the number of participants and spectators.

The TMP must show how all transport users will be safely and efficiently guided through, past or around an event site, while at the same time ensuring that the transport network is not negatively impacted. A TMP must detail event-specific arrangements to meet the transport needs of people attending the event.

This guide will help event organisers to prepare a TMP that meets the approval requirements of the City's Event Section.

Events must:

- Ensure the safety of all transport users and systems.
- Ensure access for emergency vehicles and non-participants
- Mitigate and manage restrictions
- Avoid or reduce economic and environmental costs

Organisers of events that have a certain level of impact (see Classification Table 1) must submit a Transportation Management Plan (TMP) for approval by the Event Section of the City of Cape Town's Transport Network Department prior to the event.

A TMP is required if the proposed event changes the transportation environment by:

- Requiring road users to reduce their travel speed or direction of travel on the roads
- Requiring additional traffic control measures
- Causing abnormally long queuing or delays
- Affecting public transport routes and schedules

This diagram shows the five steps of the TMP application and approval process:

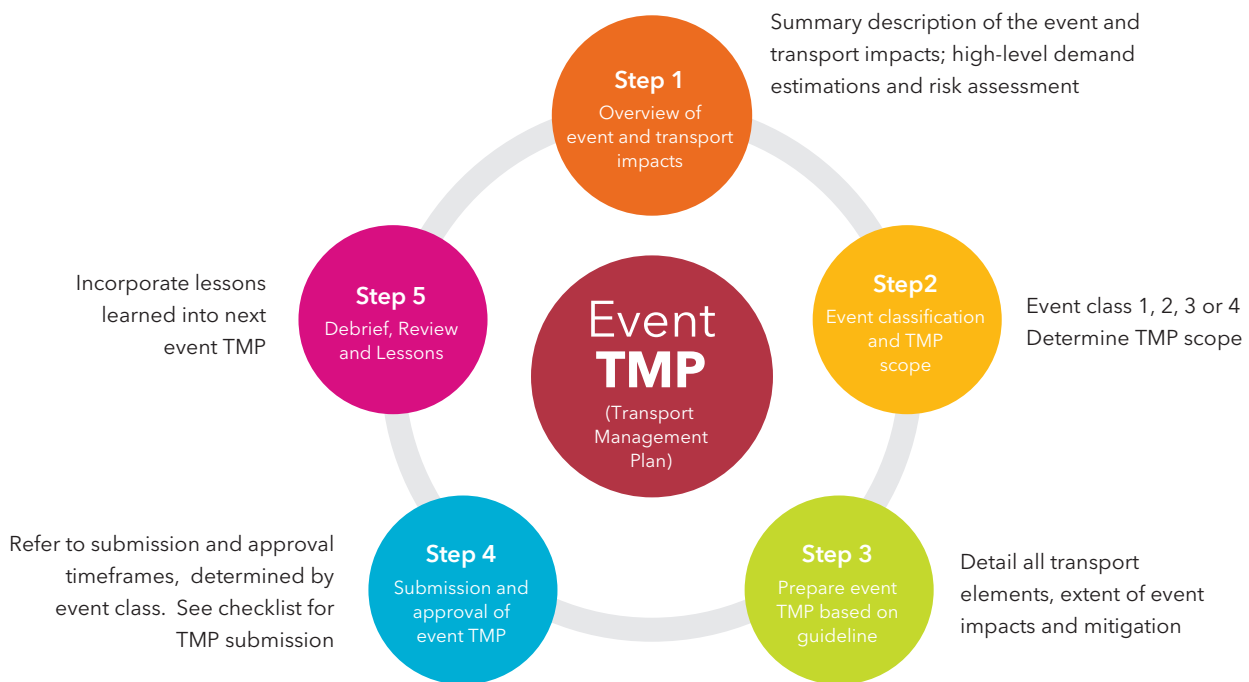


Figure 1: Overview of the event TMP Application Process

Laws and regulations applying to events

Event organisers and planners must comply with applicable statutory and policy requirements including but not limited to:

- City of Cape Town, Event Policy, 2008
- City of Cape Town, Events By-Law, 2009
- National Road Traffic Act, 1996 (Act 93 of 1996)
- National Land Transport Act (NLTA), Act 5 of 2009
- Occupational Health and Safety (OHSA) Act 85, 1993
- South African National Standards, SANS 10366, Health and safety at Events - Requirements, 2012
- South African Road Transport Signs Manual (SARTSM), Volume 2, Chapter 13 Roadworks Signing, March 2012
- Safety at Sports and Recreational Events Act, 2010 (Act No 2 of 2010)
- Noise Control Regulations in Terms of Section 25 of the Environment Conservation Act, 1998, Act No. 73 of 1989 and the Noise Regulations PN 627/1998.

Organisers of any event that includes full or partial closure of public thoroughfares or other measures must consult with and get approval from the City's Road Infrastructure and Management Department and obtain the required way-leaves and G14 Certificates.

EVENT CLASSIFICATION

Events vary greatly with respect to time of day, day of week, size and duration. They may be held at only one or several venues, with a national, regional, city-wide or local significance. These variations determine the extent of the possible event-related impacts on

the transportation system and on the community not involved in the event itself.

Four classes of events have been identified, based on the likely extent of negative impacts.

Class	Description	Frequency	Non-event community impacts	Roads affected	Other transport Impacts
Class 1	An event with a metro or regional significance that impacts major traffic and transport systems with significant disruption to the non-event community. Example: An event that affects a principal transport route or reduces the capacity of the major roads and/or primary/ secondary mobility routes, such as the Cape Town Cycle Tour	Low	Very high	Significant impact on higher-order road traffic and closures or restrictions for all road users	Existing public transport services (bus, rail, MBT)
Class 2	A localised event but due to location impacts multiple suburbs or strategic traffic (i.e. secondary/ local mobility routes) and transport. Reasonably high level of disruption to the non-event community. Example: Concert at Cape Town Stadium in Green Point	High - medium	High - medium	Regional and/ or local	Regional and/ or local
Class 3	A localised event with impact on regional traffic, transport and local roads but the non-event community is negligibly impacted. Example: local market, school fun run	High	Medium -low	Local	Regional and/ or local
Class 4	An event with minimal impact on local roads and negligible impact on the non-event community. Example: On-street neighbourhood party	Medium	Low	Minimal	Minimal

Table 1: Classification of events

Note: This is a guideline only – the Event Section of the City’s Transport Network Department may need to reclassify an event to meet specific requirements.

SUBMITTING A TMP FOR APPROVAL

The event TMP must be completed in a standardised format using the Event Transport Management Plan (TMP) template, which can be downloaded from the City's website.

Event organisers are advised to contact the City as early as possible for details of any restrictions, requirements or additional approvals that may need to be considered. In some circumstances, extra information may be requested from applicants before the plan can be approved.

Organisers must ensure that there is enough time before the event for the City to process, assess, audit and approve the application. Please take note of the deadlines for submission of the event TMP, which also depend on the class of event:

Class of event (see Table 1)	Submission deadlines
Class 1	6 months prior
Class 2	4 months prior
Class 3	2 months prior
Class 4	1 month prior

Table 2: Classification of events

Note: Any event that includes full or partial closure of public thoroughfares or occupation of the road reserve must consult with and get approval from the City's Transport Network Management Department and obtain the required way-leaves/G14 Certificate of Road Closure from the City's Road Infrastructure and Management Department.

POST-EVENT EVALUATION

Within two weeks of the event taking place, organisers are required to submit a post-event report that highlights any lessons learnt and what could be done differently to improve the running of the event and reduce any negative impact of future events.

The report needs to take into account the following:

- What worked well before, during and after the event.
- What didn't work well before, during and after the event.
- Lessons learned; what worked and what did not work.
- What should be included in the next TMP, if it's a recurring event.

GUIDE TO COMPLETING A TMP

The scope and level of detail in the various sections of the event TMP will vary depending on the class or complexity of the event. The table below is a guideline for each class of event. The City's Transport Directorate can also request additional information for specific events.

Section	Scope	Class of Event			
1.	Event Details	Class 1	Class 2	Class 3	Class 4
1.1 -1.5	Event summary information, including event description, transport impacts, high-level demand estimations by transport mode, and risk assessment	✓	✓	✓	✓
2.	Roads				
2.1	Road network and traffic flow plan	✓	✓	✓	✓
2.2	Road closure plan	✓	✓	✓	✓
2.3	Traffic control plan	✓	✓	✓	✓
2.4	Site access and parking plan	✓	✓	✓	✓
3.	Transport				
3.1	Public transport plan	✓	✓	X	X
3.2	Pedestrian and bicycle access plan	✓	✓	✓	✓
3.3	People with disabilities plan	✓	✓	✓	✓
3.4	Special event transport plan	✓	✓	X	X
3.5	E-hailing plan	✓	✓	X	X
4.	Planning And Operations				
4.1	Transport operations plan	✓	✓	X	X
4.2	Risk assessment and contingency plan	✓	✓	X	X
4.3	Implementation plan	✓	✓	X	X
4.4	Requirements for City services	✓	✓	✓	✓

Table 3: Scope of TMP for various classes of events

SECTION 1: EVENT DETAILS

The first step in completing the TMP is a summary or overview of the event. This should include a high-level analysis of the extent of likely event impacts on the surrounding roads, transport and the non-event community.

This will help applicants determine the class of the event and the amount of detail that is required in the TMP.

SECTION 2. ROADS

In this section the TMP must show how the various elements of the road will be managed in order to

manage the impact of an event on the transportation system and the surrounding non-event community.

2.1 THE ROAD NETWORK

The TMP should have a Road Network and Traffic Flow Plan showing the routes that event attendees will use to travel to and from the event. This includes streets, higher-order roads and freeways that may be impacted.

Prepare a plan that includes the following:

- Roads showing the routes event attendees will use and identify and label each of the roads affected along the route.
- Each intersection, off-ramp or interchange that will be restricted or closed.
- Emergency routes.
- Detour and alternative routes.
- Routing for public transport services.
- Pedestrian and cycle routes and crossing points.
- Expected number of people or vehicles on each route. For example, 1 000 inbound vehicles along the Green Point Main Road.
- Access to/from/for:
 - Emergency services (medical, hospitals, clinics, ambulance)
 - Fire and rescue (fire stations)
 - Safety and security (SAPS stations, Metro Police, Traffic, Law Enforcement)

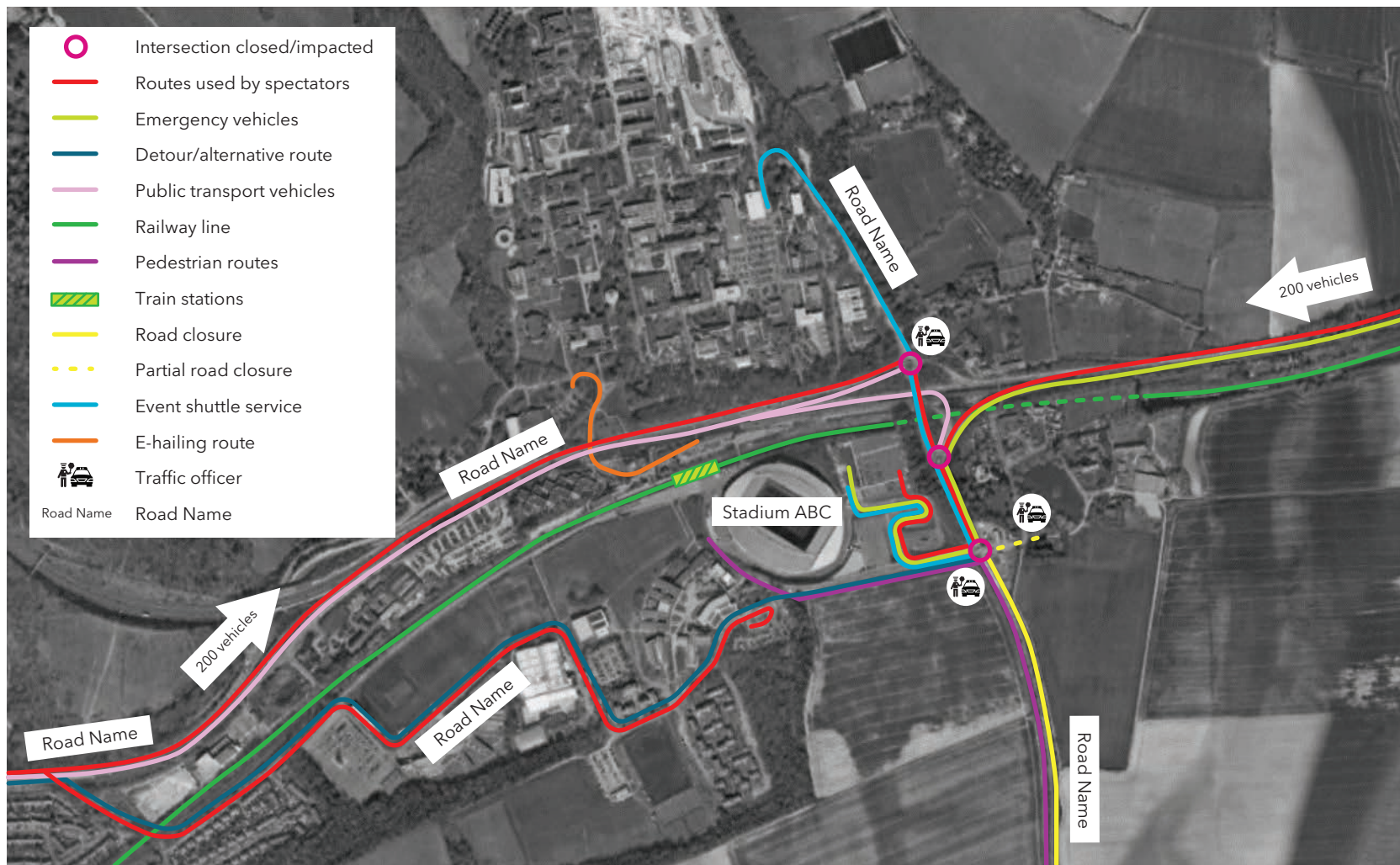
- Public transport (bus stops, route, depots, rail stations, reserve access, airport, harbour, taxi routes, public transport interchanges)
- Commercial or community centres (shopping centres, places of worship, industrial, road freight, public amenities, sports, beaches, tourist, deliveries and public services)

Prepare road network and traffic flow plan that shows

- Roads impacted
- Intersections, ramps
- Pedestrian routes
- Public transport routes
- Emergency routes
- Alternative routes
- Projected demand



Note: Google Earth or equivalent is acceptable as a base map, with a suitable scale.



Notes:

1. All road signs to be in accordance with the SADC Road Traffic Signs Manual.
2. Google Earth or equivalent is acceptable as a base map at a suitable scale as agreed to by the City.
3. Drawings to be prepared in readily available software and submitted in a suitable format to the satisfaction of the City (eg Ms Word, Powerpoint, PDF, CAD or equivalent).
4. This drawing/map should be read and interpreted along with the guidelines in Section 2.1 of the TMP Guideline.

5. All drawings must include a NORTH arrow and should ideally be orientated with North pointing up on the page.

Figure 1: Example of Road Network and Traffic Flow Plan

2.2 ROAD CLOSURE PLAN

If there are any road closures planned, then a map is required showing the following:

- Planned ramp and intersection closures or any one-way street operations at a regional and local scale (as applicable).
- A table with the days of the week, times and duration of these closures, the place and extent of the restriction. See example, Annexure D. A spreadsheet template is also available electronically on the City's website.
- Please note any coinciding road construction or other major events/activities that need to be considered in conjunction with the event.
- A mitigation plan, with alternative routes for regional and local transport access during these road closure times.
- Details of the impact of closures on the road network and traffic flow for the regional and local non-event community in business hours and peak traffic times.
- Indicate alternate routes with the capacity to accommodate diverted traffic.

Note: No drilling, painting or marking the road surface or in the road reserve is allowed or the removal, alteration or modification of road signage and furniture (barriers, kerbs, signals, stormwater system) without prior arrangement with the City's Road Infrastructure Management Department.

All required wayleaves for event infrastructure and equipment (stages, towers, arches, etc) and a G14 Certificate of Closure must be obtained from Road Infrastructure Management.

Prepare and submit a road closure plan that shows impacted

- National roads and ramps
- Local roads
- Intersections
- Schedule of closures
- Mark coinciding events
- Emergency routes
- Alternative routes
- Non-event community

Note: Google Earth or equivalent is acceptable as a base map, at a suitable scale.

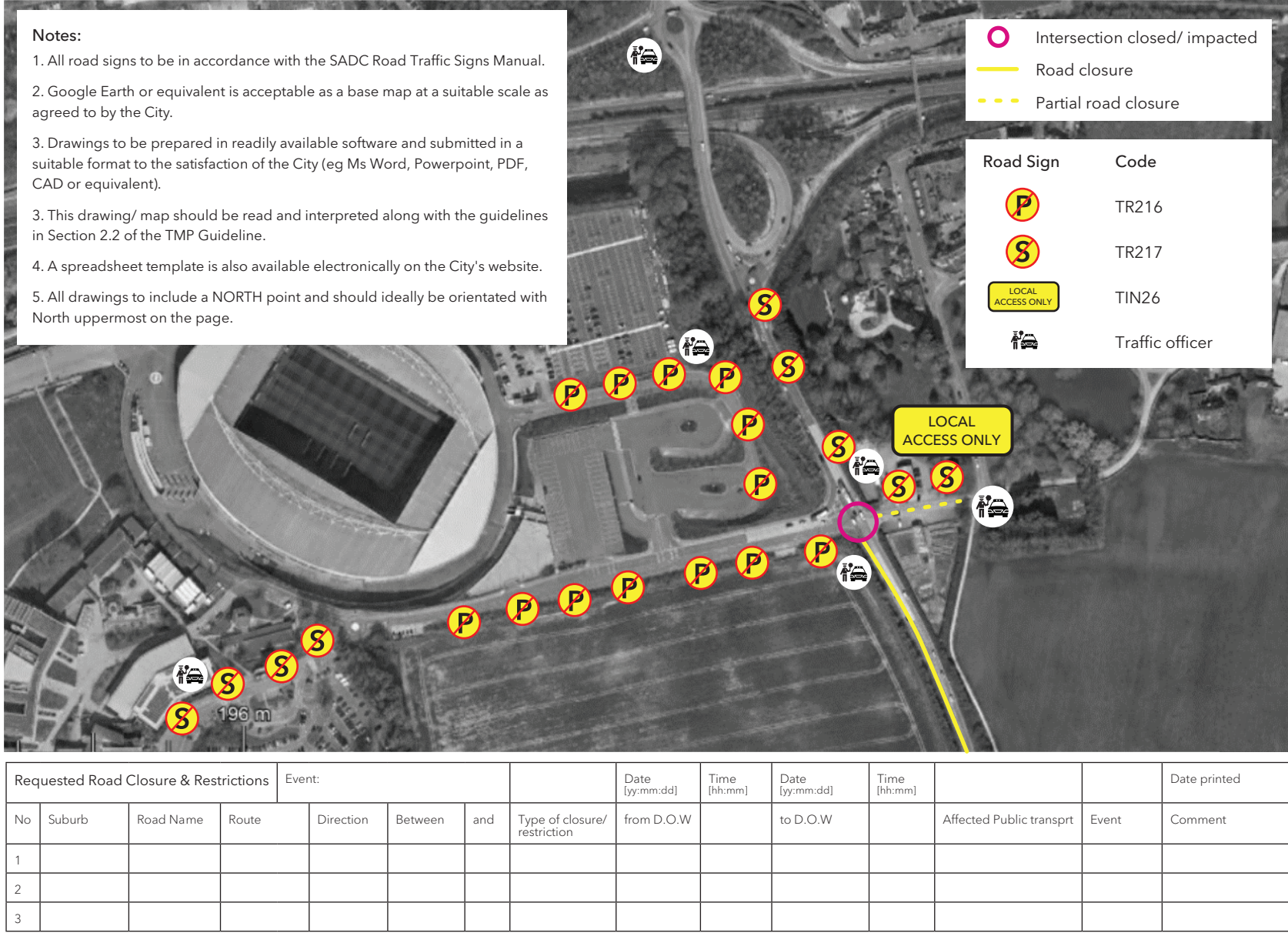


Figure 2: Example of Road Closure Plan

2.3 TRAFFIC CONTROL PLAN

Traffic flow can be seriously affected by people travelling to and from events. This plan must show what traffic control measures will be needed to manage the impact.

A map and list of traffic control measures should show the following:

- Traffic control measures that will be used for all forms of transport, including pedestrians.
- A detailed design of road signage that will be used for traffic control (detour signage, lane delineation/ cones - taper, direction and information signage, road closure barriers etc) and where these signs will be placed.
- A list of equipment that will be used for traffic control and where these will be placed and stored.
- Staffing requirements and locations for manned traffic control points.
- Plan for implementation of signage before the event
- Use and layout of delineation and cones, tapers and distances.

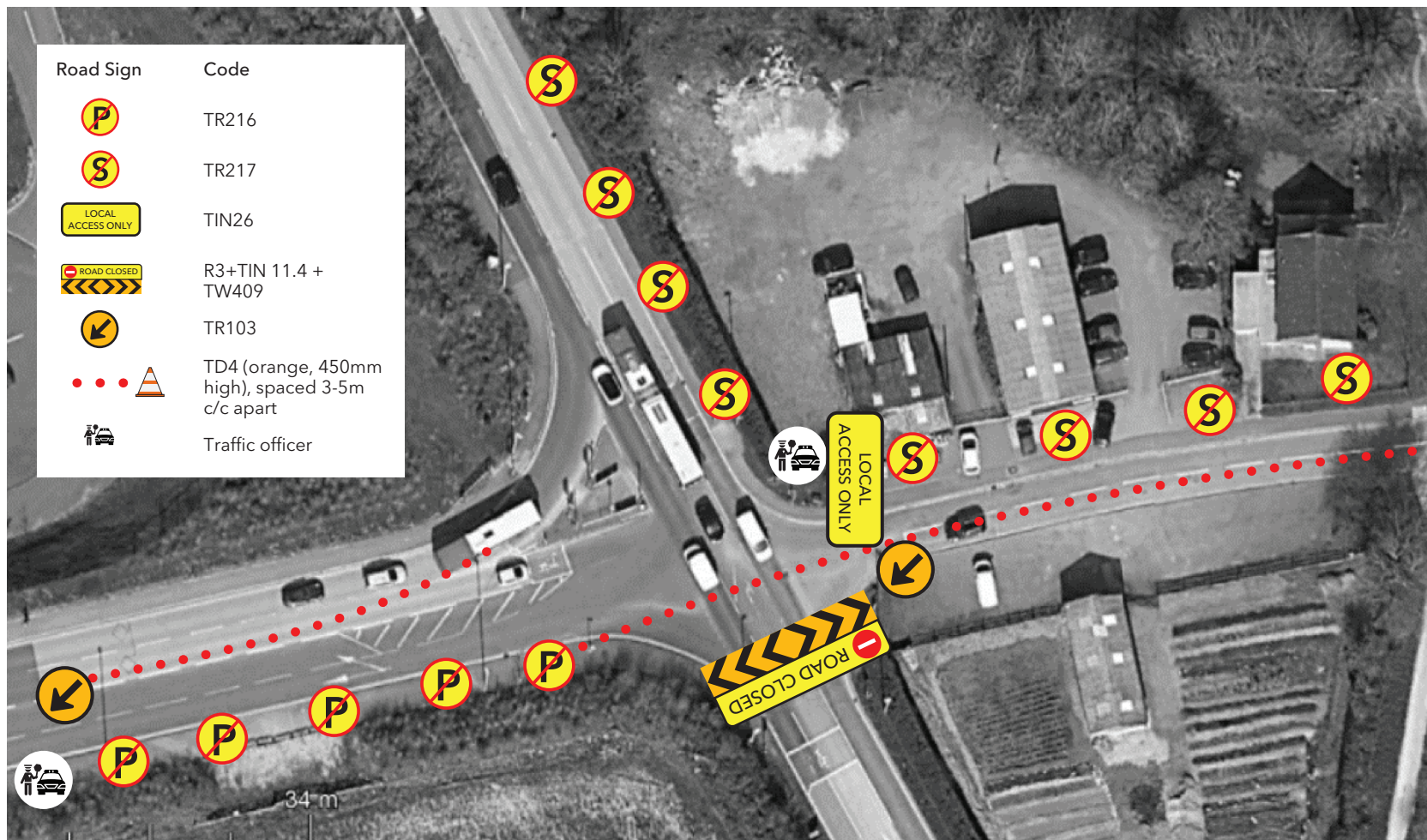
Note: Any special traffic signal timing requirements should be discussed and arranged with the City's Signals Section.

Marshals and flag personnel must be trained for their tasks and must be equipped with reflective jackets, flags, etc, in accordance with SARTSM road safety requirements.

Prepare and submit a traffic control plan that shows:

- Location and type of measures
- Road signage design
- Road signage location
- Traffic control equipment
- Staffing and/or manned points

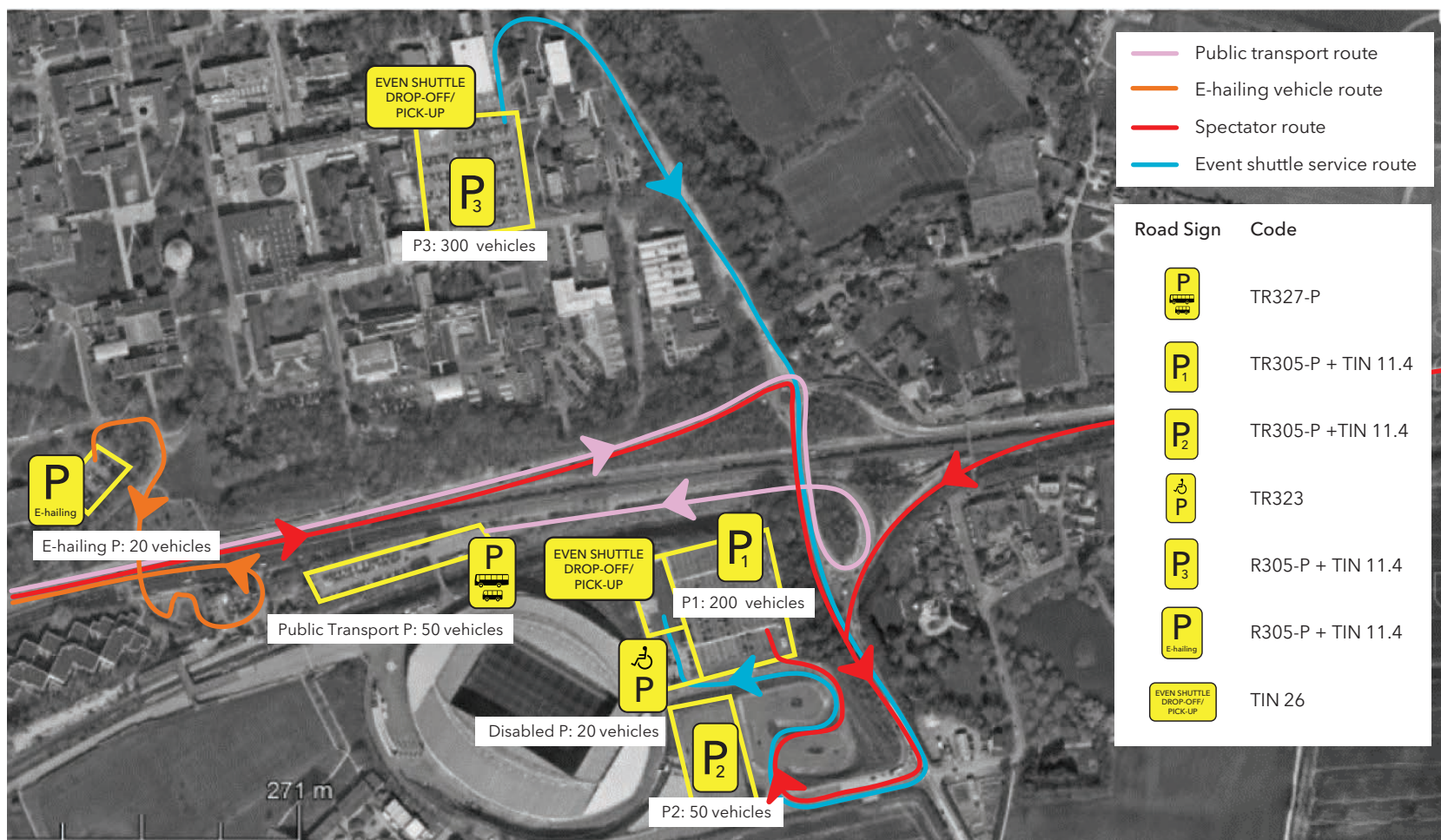
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4. This drawing/ map should be read and interpreted along with the guidelines in Section 2.3 of the TMP Guideline.
5. TD4 cones shall have retro-reflective sleeves if event is at night.
6. All drawings to include a NORTH point and should ideally be orientated with North uppermost on the page.

Figure 3: Example 1 of Signage and Traffic Control Measures



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4. This drawing/ map should be read and interpreted along with the guidelines in Section 2.4 of the TMP Guideline.
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Figure 4: Example 2 of Signage and Traffic Control Measures

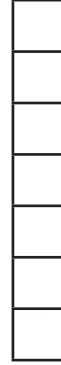
2.4 SITE ACCESS AND PARKING PLAN

This plan must describe access to the site for pick up and drop off and the amount and location of parking areas, with a map showing the following:

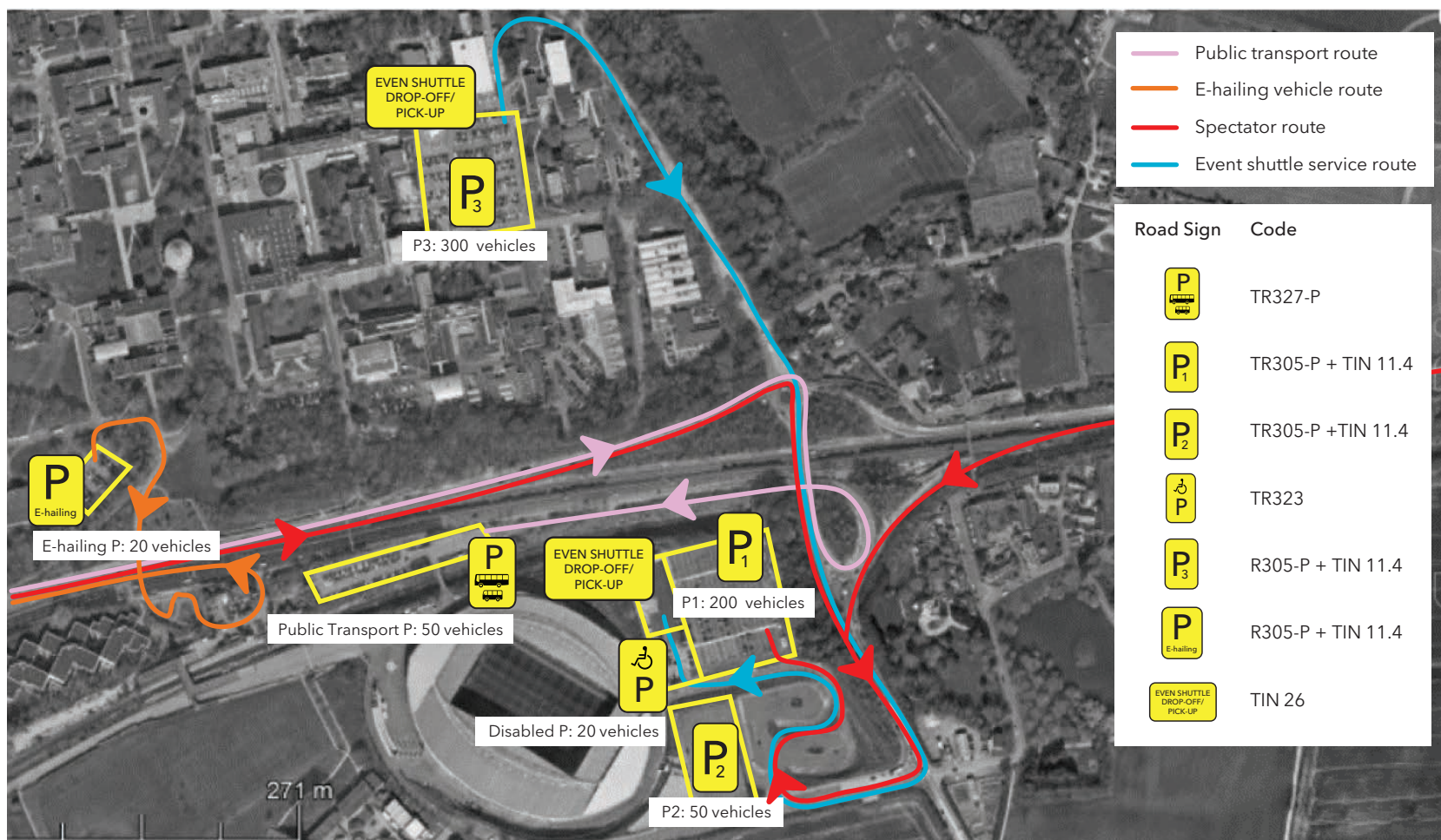
- Parking areas including parking options for VIPs, private vehicles, public transport, park and ride, event transport, e-hailing, bicycles, and people with disabilities.
- Capacity of parking areas, including reserved parking.
- Parking layout plan showing parking and aisle dimensions along with access points and circulation within the parking areas.
- Drop-off and pick-up zones, as well as holding areas.
- Vehicle and pedestrian access points.
- Areas where no parking is allowed.
- Arrangements for parking around road closures and efforts to minimise the impact of parking on the non-event community in the surrounding area.
- Parking area design should include kerb mounting, and marked parking bays to avoid wasting space) and identifying open flat areas with firm ground suitable for event parking (allow 27 m² per parking bay, and three people per vehicle).

Prepare and submit a parking plan that shows:

- All parking areas
- Parking capacity
- Layout and circulation
- Pick-up and drop-off zones
- No parking zones
- Parking enforcement
- Non-event community



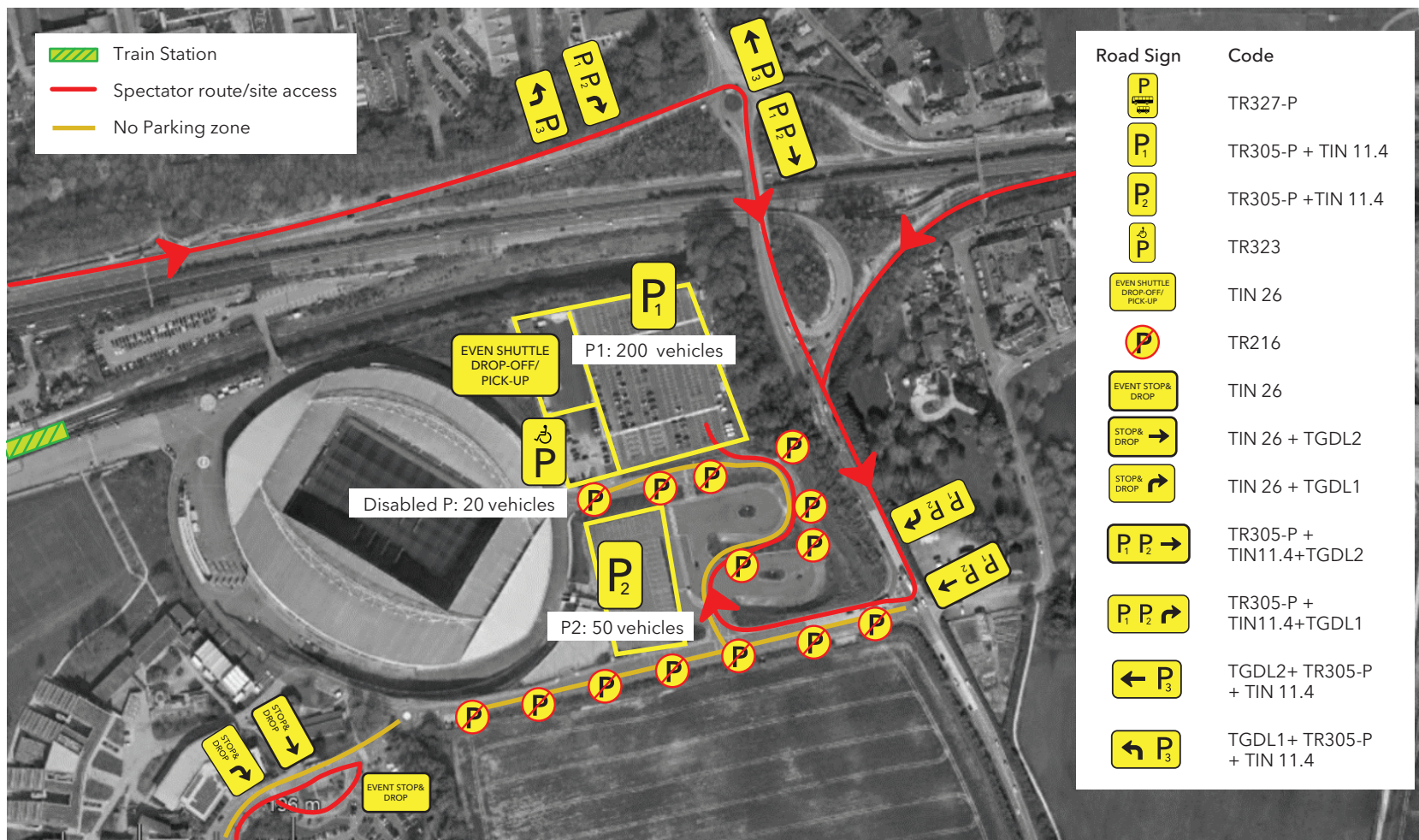
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5. All drawings to include a NORTH point and should ideally be orientated with North uppermost on the page.

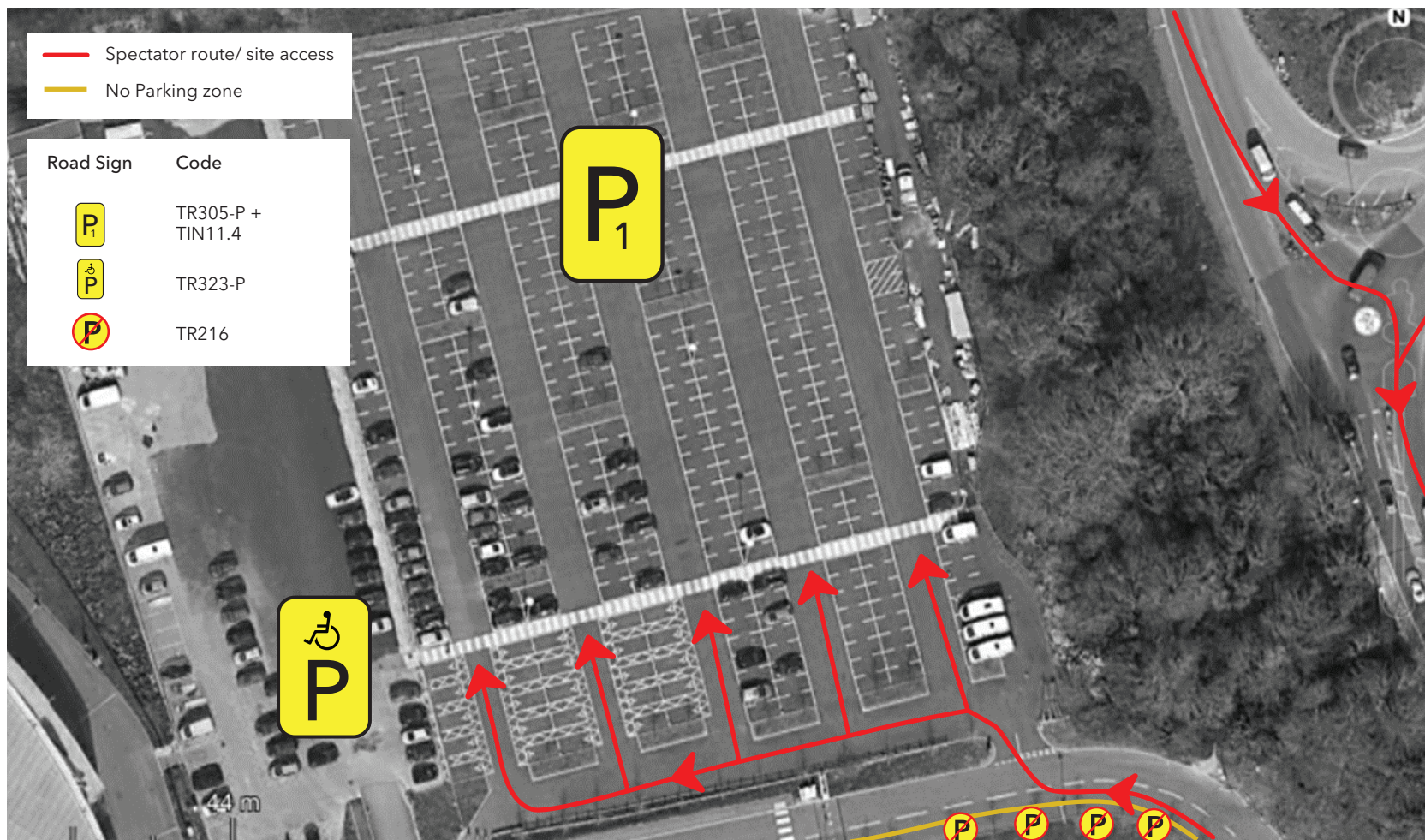
Figure 5: Example 1 of Parking Plan



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Figure 6: Example 2 of Parking Plan



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Figure 7: Example 3 of Parking Plan

SECTION 3: TRANSPORT

The use of public transport, walking and cycling helps to relieve traffic congestion created by events. The City supports the use of these forms of sustainable transport. Event organisers are to actively encourage the use of these different modes by event attendees.

In this section of the TMP, event organisers must show how they plan to provide for the transportation needs of event attendees, and how they will reduce the impact on transport for the surrounding non-event community.

3.1 PUBLIC TRANSPORT PLAN

If there are any changes required to existing public transport services, such as rail, scheduled or chartered bus services or minibus-taxis and metered taxis, these must be described in detail.

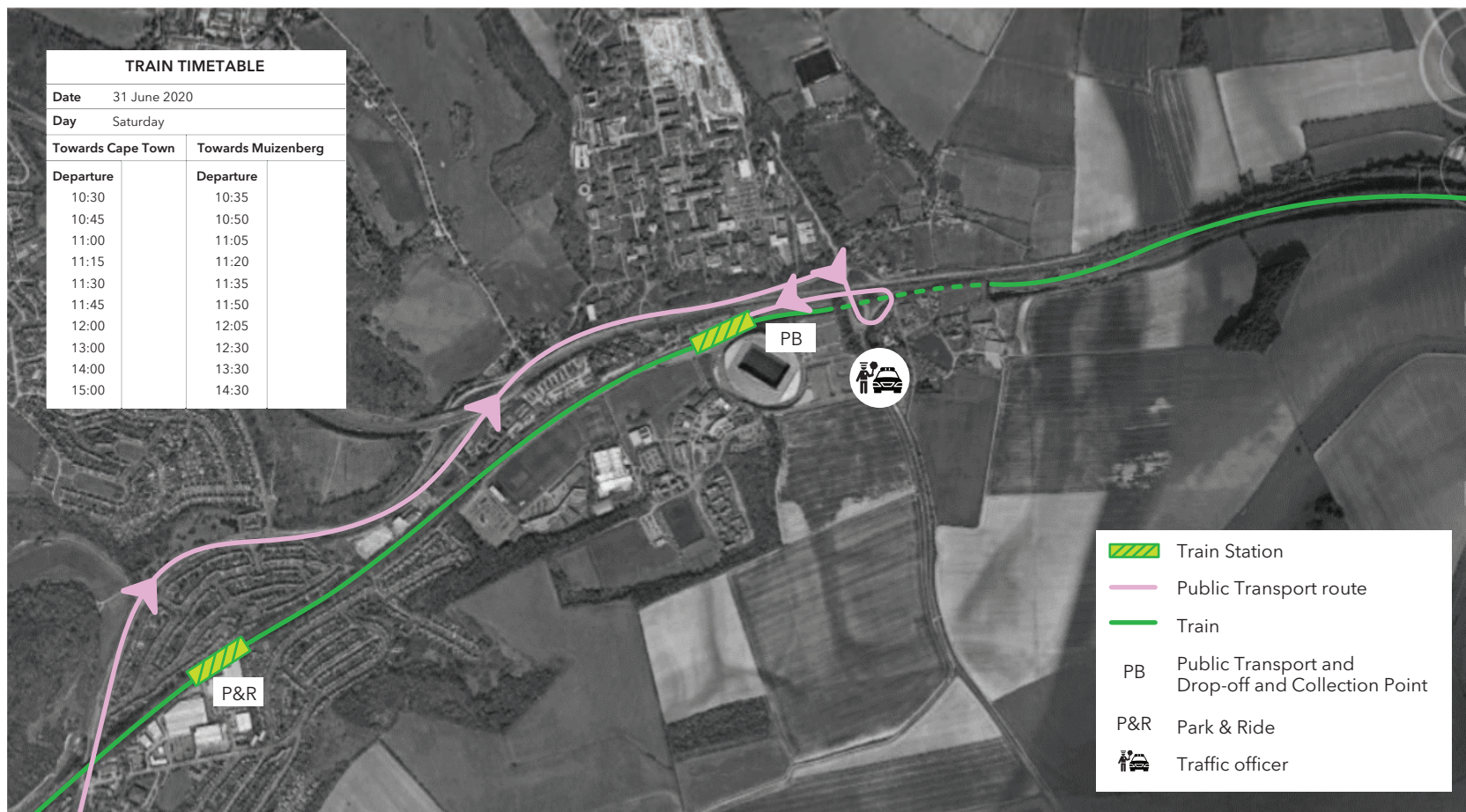
The plan for the existing or additional public transport services for the event must include the following:

- The schedules or timetables for the services.
- The number of vehicles.
- Manpower and/or other resources required.
- Infrastructure or facilities impacted, including rail or MyCiTi stations, bus stops, MBT ranks or interchanges.
- Public transport routes, pick-up, drop-off and turn-around points as well as parking where required.
- An information plan to communicate and encourage the use of these public transport services.
- Planned consultation with the City and/or private operators to organise these public transport services.
- Information and direction signage for both pedestrians and vehicles related to new stop positions etc.
- Park-and-ride areas or transfer between other types of transport options.

Prepare and submit a public transport plan with map showing:

- Public transport routes
- Timetables for public transport services
- Drop-off and pick-up points
- Turnaround points
- Designated parking for public transport
- Alternative routes
- Emergency routes
- Signage for public transport services
- Other signage requirements
- Park-and-ride areas

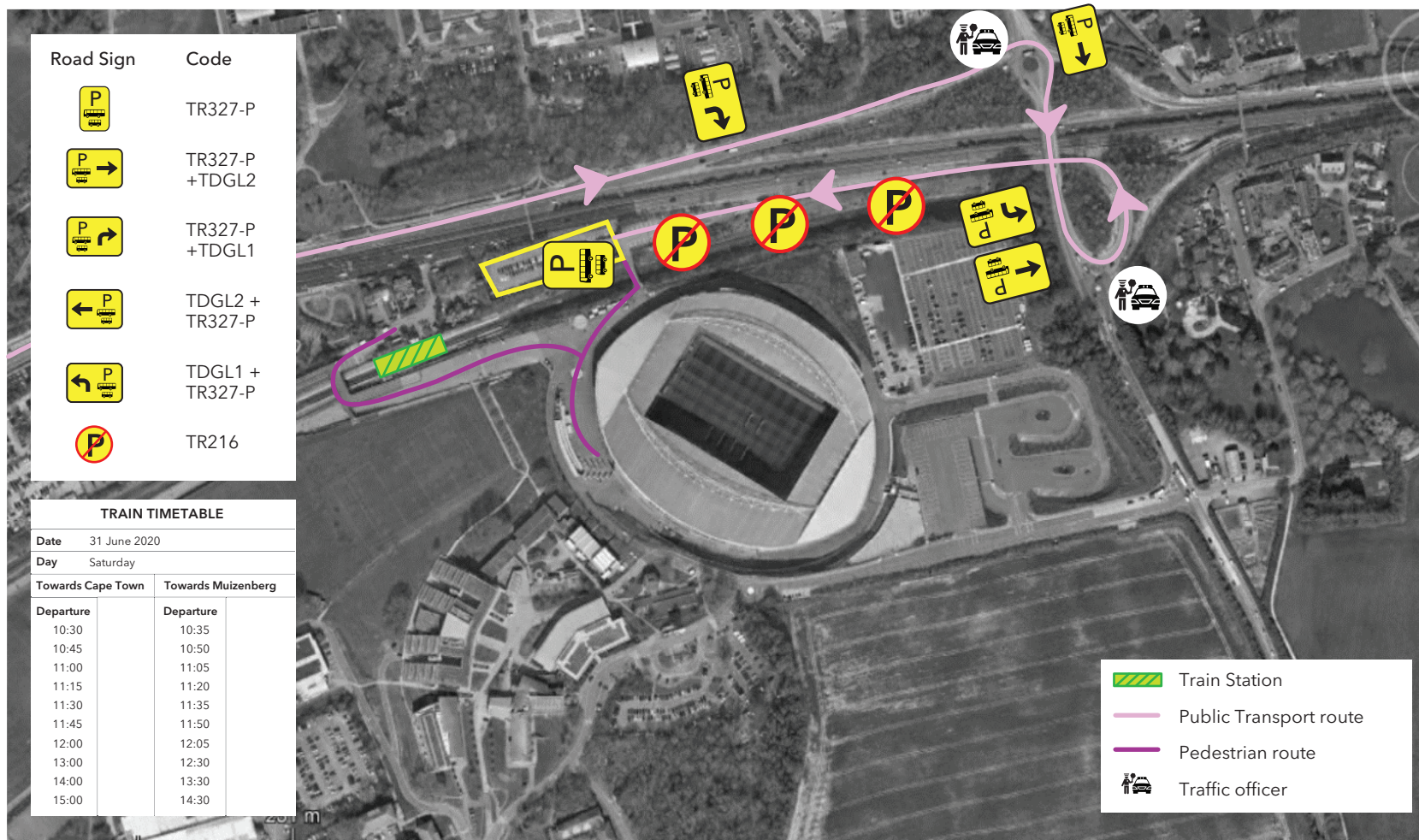
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Figure 8: Example 1 of Public Transport Plan



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4. This drawing/ map should be read and interpreted along with the guidelines in Section 3.1 of the TMP Guideline.
5. An event clarification/identity logo can also be added to the pedestrian guidance sign, subject to the approval of the CoCT.

Figure 9: Example 2 of Public Transport Plan

3.2 PEDESTRIAN AND BICYCLE ACCESS PLAN

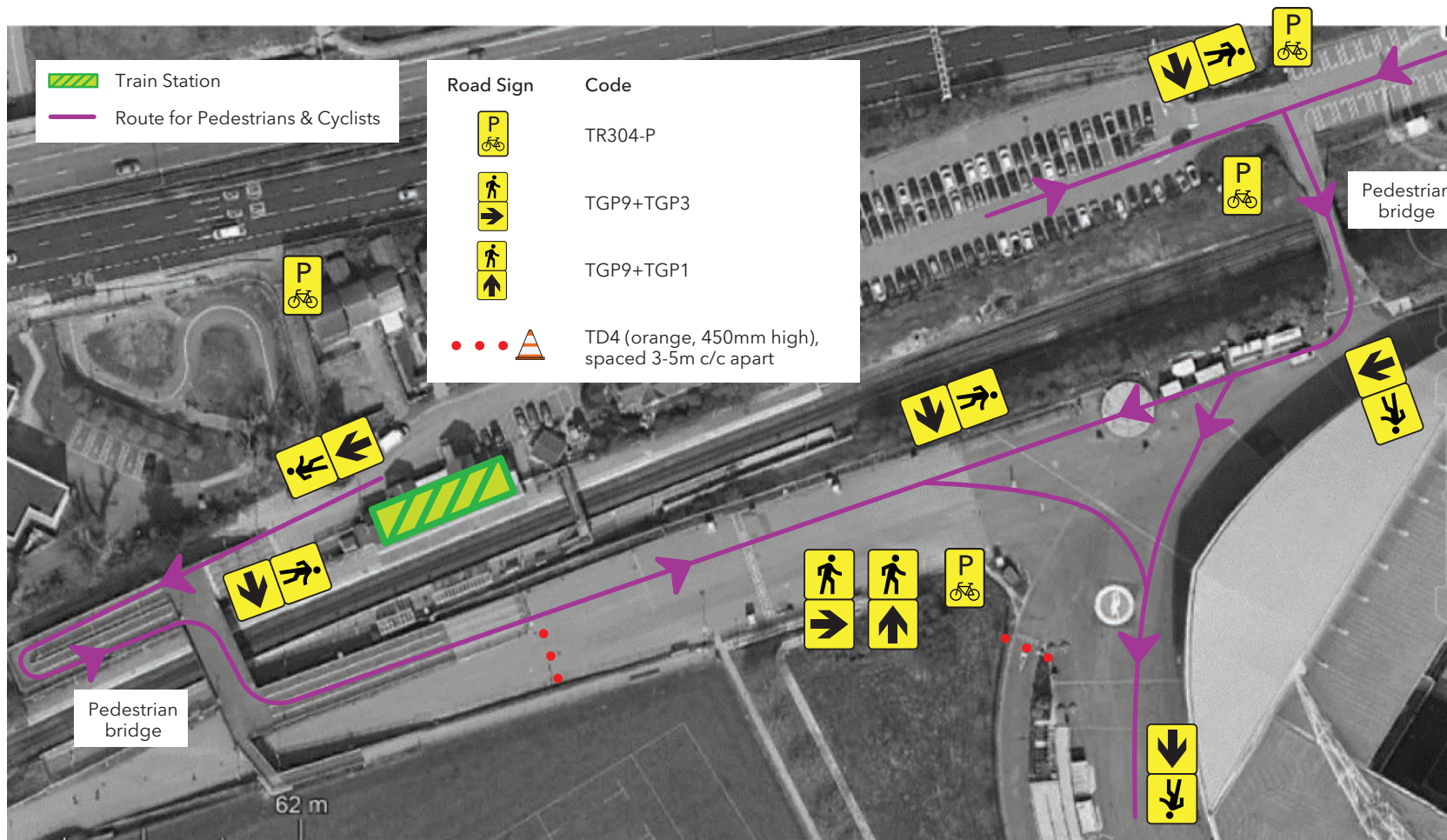
The City encourages the use of non-motorised transport, such as walking and cycling, to get to and from events. This plan must show how pedestrians and cyclists will be accommodated safely and efficiently, and include the following:

- A map of safe walking and cycling access routes and crossing points that reduce conflict with vehicles.
- The management and marshalling of pedestrians and cyclists, including in emergencies and to evacuation gathering points.
- Estimated numbers of pedestrians and cyclists, and flow direction with time of day, day of week and duration.
- Transfer access to and from other types of transport.
- Pedicab or bicycle parking locations.
- Bicycle rental options.
- Flow control, including crossing points, showing staff, signage and equipment for demarcation, such as cones or fencing.
- Identification and managing congestion points for pedestrians, such as entrance gates or narrow bridges.
- Pedestrian crossing management, such as marshalled crossings, temporary pedestrian bridges or street closures.
- Alternative routes for both event and non-event pedestrians.
- A communication plan to encourage and inform event attendees of pedestrian and cycle access.

Prepare and submit a pedestrian and cycling access plan with map showing:

- Pedestrian and cycling routes
- Emergency routes
- Projected pedestrian and cyclist numbers
- Transfer options from other types of transport
- Bicycle parking
- Bicycle rental
- Flow control and management
- Alternative routes
- Communication plan

Note: Google Earth or equivalent is acceptable as a base map, at a suitable scale.



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4. This drawing/ map should be read and interpreted along with the guidelines in Section 3.2 of the TMP Guideline.
5. An event clarification/identity logo can also be added to the pedestrian guidance sign, subject to the approval of the CoCT.

Figure 10: Example of Pedestrian and Cycling Access Plan

3.3 PEOPLE WITH DISABILITIES PLAN

An access plan must show how people with disabilities attending the event using private or public transport will be accommodated. It should include the following:

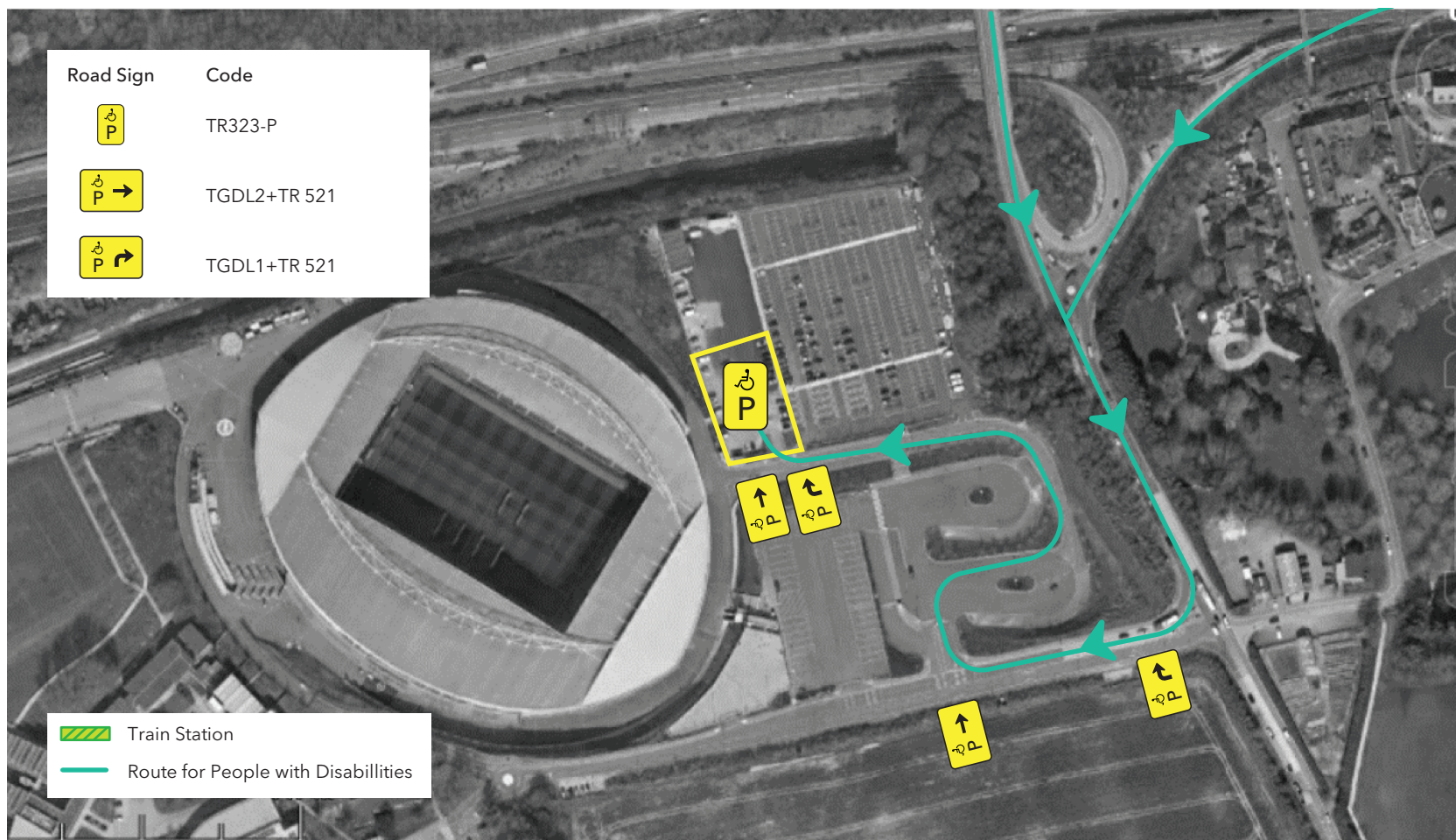
- Designated routes that comply with universal access standards in accordance with SANS 10400-S:2011, and unimpeded access paths (for example, no steps and ramps 1:10 to 1:12, camber < 1:50).
- Location of parking reserved for people with disabilities, as well as access from these parking spaces to the event.
- An estimate of the number of people with disabilities and type expected for the event.
- Measures to assist people with disabilities attending the event.
- Directional signage and information for people with disabilities (for example, identification of parking bays and special routes and any permits required for access to special parking zones).
- Support and assistance measures for people with disabilities if required, especially in the event of an emergency.

Prepare and submit a people with disability access plan with map showing:

An access plan must show how people with disabilities attending the event using private or public transport will be accommodated. It should include the following:

- Designated routes
- Designated parking
- Projected demand
- Interventions
- Signage and info
- Emergency procedures

Note: Google Earth or equivalent is acceptable as a base map, at a suitable scale.



Notes:

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4. This drawing/ map should be read and interpreted along with the guidelines in Section 3.3 of the TMP Guideline.
5. All drawings to include a NORTH point and should ideally be orientated with North uppermost on the page.

Figure 11: Example of People with Disabilities Access Plan

3.4 SPECIAL EVENT-RELATED TRANSPORT PLAN

Events that draw large crowds, such as concerts and sports matches, sometimes require special event transport services. These help to reduce congestion and parking problems and increase safety and security.

If such special services are required, then the plan needs to include the following:

- Details of the special event services and the planned routes.
- An estimate of the number of people who would use the services.
- Pick-up and drop-off points.
- Schedules, pedestrian access routes and parking for the vehicles if required.
- Interaction with other modes of travel, such as rail, private cars and pedestrians.
- Any directional and regulatory signage with details, in line with SARTSM standards.
- Likely impact on regional and local transportation systems and any related flow control and management requirements.
- Provision for alternative and emergency routes.
- Planned communication about event service to attendees and any scheduling or vehicle identification markings.

Cost options for the event transport (free, free-to-ticket holders, charter, etc.)

Note: Additional services must comply with operating licensing/permits in accordance with Chapter 4, Regulation 20 of the NLTA requirements: Temporary operating licences for special events - A person wishing to apply for a temporary operating licence under section 60 of the Act must apply to the regulatory entity to which application must be made for normal operating licences by submitting the completed application form required by that entity with the application fee.

Prepare and submit an event transport plan with map showing:

- Designated routes
- Projected demand
- Pick-up and drop-off points
- Scheduling and parking
- Transfer from other transport modes
- Signage
- Flow control and management
- Alternative and emergency routes
- Communications

Note: Google Earth or equivalent is acceptable as a base map, with a suitable scale.

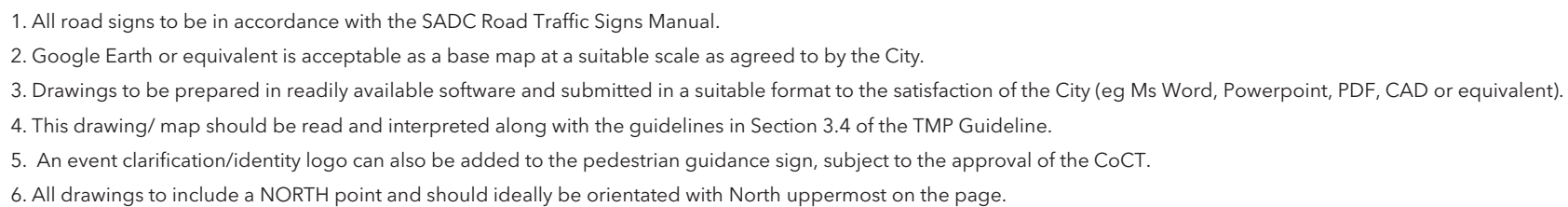


Figure 12: Example of Special Event-related Transport Plan

3.5 E-HAILING PLAN

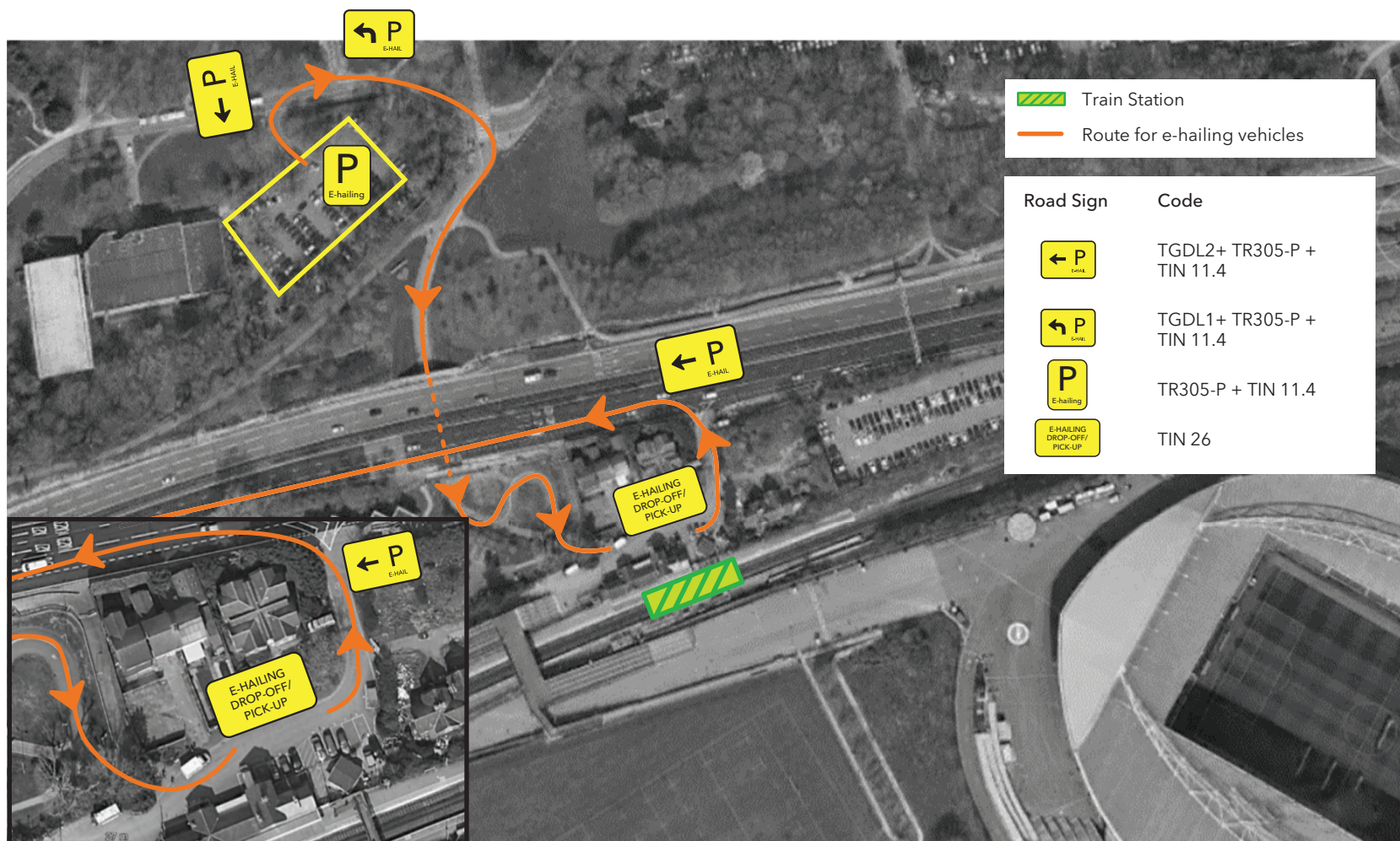
E-hailing is the ordering of a car, taxi, limousine, or any other form of transport, using a digital platform. This section should include the following:

- The e-hailing options that will be available.
- Locations for pick-up and drop-off, access routes and parking or holding areas.
- Consultation plans and arrangements with e-hailing service providers for contracting their services for the event and designated pick-up points.
- Planned communication methods to inform event attendees on the use of e-hailing.

Prepare and submit e-hailing plan with map showing:

- Designated e-hailing routes
- Pick-up and drop-off points
- Projected demand
- Holding and parking areas
- Transfer from other modes
- Signage
- Flow control and management
- Alternative routes
- Emergency routes
- Communication plan

Note: Google Earth or equivalent is acceptable as a base map, at a suitable scale agreed with the City.



Notes:

1. All road signs to be in accordance with the SADC Road Traffic Signs Manual.
2. Google Earth or equivalent is acceptable as a base map at a suitable scale as agreed to by the City.
3. Drawings to be prepared in readily available software and submitted in a suitable format to the satisfaction of the City (eg Ms Word, Powerpoint, PDF, CAD or equivalent).
4. This drawing/ map should be read and interpreted along with the guidelines in Section 3.5 of the TMP Guideline.
5. An event clarification/identity logo can also be added to the pedestrian guidance sign, subject to the approval of the CoCT.
6. All drawings to include a NORTH point and should ideally be orientated with North uppermost on the page.

Figure 13: Example of E-hailing Plan

SECTION 4: PLANNING AND OPERATIONS

Thorough advance planning is critical to the success of an event. After the event, a review should be undertaken to identify lessons for future events.

4.1 TRANSPORT OPERATIONS PLAN

This plan covers the advance planning and stakeholder consultation that is typically required for an event. It includes planning, set-up, the event itself, break-down (where applicable) and debrief. The operations plan should include the following:

- Operations components and tasks along with a programme or schedule.
- Teams and duties for traffic control, crowd control, area jurisdiction, etc.
- Event management, venue operations centre (VOC) or command structure, communication protocols or chain of command that will be set up for the event.
- Contact information for event planning, operations and in the event of emergencies.
- Programme for road and transport equipment

Prepare and submit a transport operations plan that shows:

- List component tasks
- Programme of operations
- Team duties
- Management structure
- Communication protocols
- Contact information
- Equipment programme

delivery, set-up installation, maintenance and break-down.

- Indication of the various stages of operations and/or when specific operations plans are triggered.
- Deliveries of perishables in the event footprint after "lock-down" – routes, gates and times available.

4.2 RISK ASSESSMENT AND CONTINGENCY PLAN

Potential scenarios, such as bad weather, emergency situations, protests, overcrowding or poor crowd behaviour in or near the venue, may create unplanned road closures or other unexpected consequences. There is a need for contingency planning to respond to situations that may interfere with safety and travel management.

Organisers must prepare a risk assessment plan which:

- Explores various risk scenarios together with likely impacts on the transportation system or the non-event community.
- Evaluates the levels associated with these risks.
- Unpacks options and procedures around security, emergencies, impact on non-event community, normal traffic and transportation systems
- Describes response plans and changes in transport operations due to unplanned scenarios or a multi-faceted problem, including:
 - Other large events, roadworks or construction projects occurring simultaneously that could compound impacts.
 - Traffic or emergency incidents.
 - Security threats, demonstration, protest, unruly spectator behaviour, or overcrowding.
 - Reallocation of personnel, or the absence of trained personnel or volunteers.
 - Severe weather conditions, impacting event access, parking and transport, or equipment affected by high winds, rain or flooding.
 - Event delays or cancellation, including delayed start and premature closing.
 - Equipment breakdown.

Prepare contingency and risk assessment plan that shows:

- Risks
- Impacts on transport
- Impacts on non-event community
- Levels of risk
- Mitigation measures
- Response plans

4.3 COMMUNICATION PLAN

Communication and information sharing is required during, prior to and at the event itself with stakeholders, event attendees and the non-event community.

The communication plan must include the following:

- A list of the stakeholders and transport users that may be affected by the event.
- Communication processes and mechanisms (for example, social media, community newspapers, broadcast and print media) that will be used to notify the public. Others stakeholders need to be informed and also share information to their communities, such as the local Sub-council, City Improvement Districts, and Ratepayers and Residents' Associations.

Prepare and submit a communication plan that shows:

- List of stakeholders
- Pre-event communication
- Notice to City departments
- Communication at the event

- Procedures to inform relevant City departments.
- Advance notice of road closures, including road signage and other means (See Annexure C).

4.4 IMPLEMENTATION PLAN

This details the actions required to put the Transport Management Plan into effect on the day of the event, and should include the following:

- Implementation programme or schedule (planning, build-up, event and break-down).
- Operations timeline, including event schedule, parking times, road closures, venue gate times, etc.
- Resources and responsibilities linked to these timelines.
- The communication and media plan, including notifications to public regarding event special transport planning (See section 4.3)

Prepare and submit an implementation plan that shows:

- Implementation programme
- Operations timeline
- Resource plan
- Communication plan

4.5 REQUIREMENT FOR CITY SERVICES

This section details any City services that will be needed to support the event, including the following:

- Traffic, road infrastructure, transport or law-enforcement, metro police, disaster risk management, emergency services, etc.

Note: The event organiser is responsible for liaising directly with the respective City departments for any services.

ANNEXURE A - PRE-EVENT TMP CHECKLIST

No.	ITEM	Check (✓)
1.	Overview of Event	
	Event description	
	Transport impacts	
	High-level travel demand estimations by type of mode	
	Risk assessment	
2.	Classification of Event	
	Assess classification of event based on assessment of impacts	
	Confirm scope of TMP chapters	
	Confirm submission due dates	
3.	Transport Management Plan (Use template for TMP preparation)	
3.1	Roads	
	Road network and traffic flow plan	
	Road closure plan	
	Traffic control plan	
	Site access and parking plan	
3.2	Transport	
	Public transport plan	
	Pedestrian and bicycle access plan	
	People with disabilities plan	
	Special events transport plan	
	E-hailing plan	

ANNEXURE B – EVENT TMP TEMPLATE

A Microsoft Word template has been prepared by the City's Transport Department for the preparation of Event Transport Management Plans (TMP). All TMPs must be submitted using this standard template, which can be obtained from the City's website.

ANNEXURE C – SIGNAGE GUIDELINE

SARTSM STANDARD SIGN (fictitious example)

- minimal size to reduce wind resistance, weight and cost.

Character size (upper/lower case)

60 km/h zone:

a) Single lane: 175/125 mm

b) Dual lane: 210/150 mm

80 km/h zone:

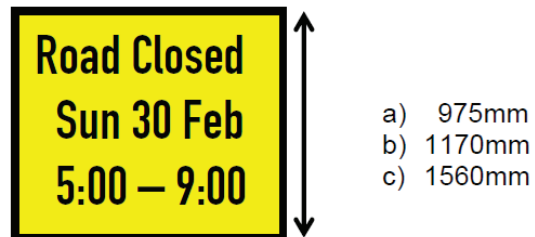
c) Single and dual lane: 280/200 mm

No additional text/symbols.

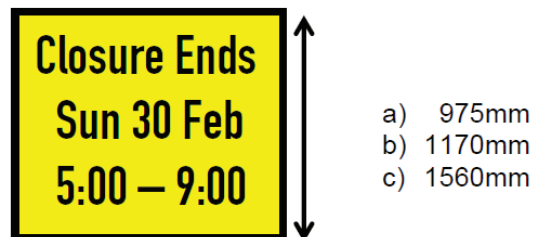
Font: DIN 1451

black on class 1 retro-reflective yellow.

Smaller signs (cases “a” and “b”) can be put on streetlamp poles if they are lightweight (e.g. mounted on sealed marine-grade 3-plywood).



Sign 1

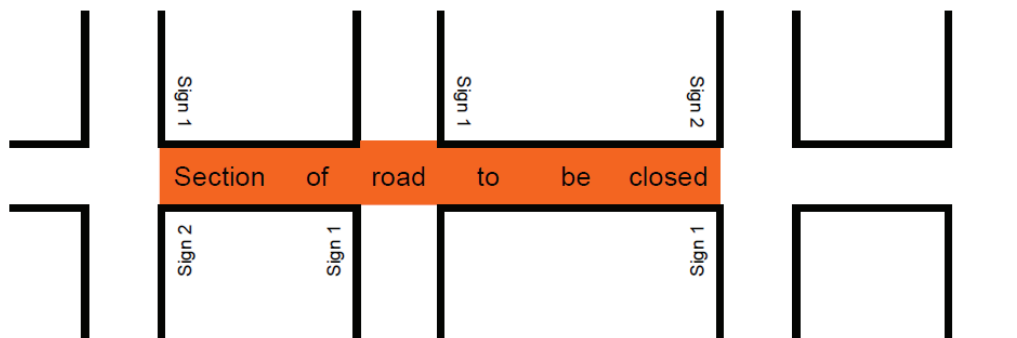


Sign 2

Placement of signs:

Sign 1 repeated at every new traffic point of entry.

Sign 2 placed at end of section of road to be closed.



Notes:

1. Road signage to be sourced from City recognised Specialist Road Signage Manufacturer to ensure that relevant standards are met.
2. All road signs and markings to be in accordance with the SADC Road Traffic Signs Manual.
3. Font shall be matt black on class 1 retro-reflective yellow.

ANNEXURE D - EXAMPLE OF INSTALLATION SCHEDULE FOR GENERIC SIGNAGE AND FENCING

CTS – Signage and Fencing Implementation Scheduled (rev 1)

Event: _____

Date/s: _____

Category:

1	2	3	4
---	---	---	---

Fan Walk:

NO	YES	
	Full	Cones only

ITEM #	GENERIC TIME	ACTUAL TIME	ACTIVITY	Comments	RESP. PERSON/S
S1a	18:00 day prior		G/Point Residential Permit Holders		
S1b	06:00		Closure of F/Sonn at Main Gate & A-Track No Stoppings & closure of P12 & P13	Ptn of P13 near underpass. Parking allowed along Main; P13 (Ultra) to S/Point. York to E/nezer – No Stopping Signs in every 2 nd bay.	
S1c	06:00		Closure of Fort Wynyard	NB "No Stopping" at all possible informal parking along GBB & Fencing at old Barbosa site.	
S1d	-5h00		Close Parking at Gallows Hill	Stagger Stacmans to allow parked vehicles to exit – must look closed from outside.	
S1e	-4h00		Close GBB ; H/Suzman to V&A (VOC Call – Traffic Support)	Signage & Fencing teams to standby on-site	
S1f			Bus Lane ; install City to Stadium (Traffic support via VOC)	NB taper at Portswood – 2 nd set of white arrows is marker – Pointsman reqd here	
S1g			Gates Open ; Remove Stacmans and Signs on F/Sonn at McD's & Vlei Rd	NB to cone such that no parking possible in P3 driveway	
S1h	-3h15		Close GBB ; V&A to H/Suzman (VOC Call)	NB to have fencing teams on standby	
S1i	-3h00 (or 18:00)		Fan Walk - VOC Call (& Close Portswood Ped Xing)	Median Fencing to run behind diagonal stacmans to ped Xing at York ; prevent illegal crossing	
S1j	-1h15		Supporting Event Starts		
S1	0h00		MAIN EVENT STARTS		
S1k	+0h00 +0H15		Bus Lane : Install City Bound (Traffic support via VOC)	Prompt JOC 10 mins prior for Traffic support	
S1l	+1h30		Close Portswood ; H/Suzman - V&A & move Fence & Cones into Road	NB Cones in Portswood along fence line to highlight fence bases.	
E1	0h00		EVENT ENDS		
E1a	+0h45		Open GBB ; V&A - H/Suzman (VOC call)	Remove fencing in both directions	

CTS – Signage and Fencing Implementation Scheduled (rev 1)

E1b	+0h50		Remove coned Bus Lane ; City bound 1 st , then Stadium bound (Traffic support via VOC)	Prompt JOC 10 mins prior for Traffic support	
E1c	+0h50		Remove Fan Walk – Fencing gaps across side roads	10 min head-start on signage team – prompt JOC 10 mins prior	
E1d	+1h00		Remove Fan Walk – Signs (Traffic support via VOC)		
E1e	+1h30		Open GBB ; H/Suzman- V&A	NB work upstream	
E1f	+1h45		Open F/Sonn @ Stadium		

ANNEXURE E - EXAMPLE OF ROAD CLOSURE/RESTRICTIONS TABLE

A Microsoft Excel template has been prepared by the City's Transport Department for the preparation of the Road Closure and Restrictions Table of Event Transport Management Plans (TMP). All Road Closure and Restrictions tables must be submitted using this standard template, which can be obtained from the City's website.

ANNEXURE F - EXAMPLE OF EVENT COMMUNICATION NOTICE

TRANSPORT PLAN AND COMMUNICATION

MONSTER JAM – CAPE TOWN STADIUM

Date: 27 April 2019 (Saturday)

Gates Open: 16:00

Supporting Act (s): none

Main Act: 18:00

End: 20:30



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.

PUBLIC TRANSPORT

Event ticket holders are encouraged to:-

- Use public transport to the Civic Centre or Thibault bus station and either catch the free event shuttle to the Stadium or use the Fan Walk. Please see the MyCiti and Events Shuttle sections below for more information.
- Use the free on-street parking in the CBD (free after 13:00 on Saturday) please note that no security will be arranged.
- Use off-street parking at the CTICC, Ryk Tulbagh Square, Picbel Parkade, Plein Park, etc. Use the event shuttle or Fan Walk.
- Park at the V&A Waterfront (pay to use) and walk to the Stadium.



Metrorail Services

Metrorail services to Cape Town will run as normal and passengers will be required to be in possession of a valid train ticket.

Train schedules and related information are available from the 24/7 Transport Information Centre's toll-free number 0800 65 64 63 and www.capemetrorail.co.za

No special train services will be available after the event. Normal services end from 17:30.

MyCiTi Services

The standard hours of operation and fares will apply for all routes which end from 20:45 onwards.

Passengers will be required to use the myconnect card (loaded with sufficient value) to travel to the Civic Centre bus station. Myconnect cards can be purchased at selected MyCiTi stations or participating retailers. The 24/7 Transport Information Centre can be contacted on 0800 65 64 63 for more information.

CHARGES: Normal fees are applicable for transport outlined above.

Event Shuttle (free to event ticket holders)

Stadium Shuttle – between Civic Centre Station and Stadium

	Sat 27 Apr
First bus from the Civic Centre bus station in Hertzog Boulevard leaves at	16:00
• Thereafter a bus leaves every 15 minutes or when full. • This service will continue during the event.	
The last return bus leaves the Stadium bus station at	22:00

Stadium Shuttle – between Thibault Station (in Hans Strijdom Ave) and St

	Sat 27 Apr
First bus from the Civic Centre bus station in Hertzog Boulevard Ave leaves at	16:00
• Thereafter a bus leaves every 15 minutes or when full. • This service will continue during the event.	
The last return bus leaves the Stadium bus station at	22:00

CHARGES: Free of charge on presentation of a valid event ticket.

COACHES AND BUSES

Private coaches and buses may, on a first-come basis, use the limited designated coach parking on Helen Suzman Boulevard eastbound between Beach and Vlei Roads.

PARK-AND-RIDES

Use CBD parking as listed in "PARKING" section later in this document and use Civic-Stadium shuttle (free to event ticket holders) or the Fan Walk.

ROAD RESTRICTIONS

The roads listed in the below tables MAY be temporarily closed and/or restricted to vehicular traffic. This will have an impact on traffic flow and motorists are advised to plan their trips accordingly.

AFFECTED ROADS	BETWEEN	RESTRICTION	TIME
Fritz Sonnenberg Road	Stephan Way & Bill Peters (McDonalds)	Full closure both directions	06:00 – 23:00
	Portswood Road & Granger Bay Boulevard	Full closure both directions	
Vlei Road	Green Point Cricket & Fritz Sonnenberg Road	Full closure both directions	
Helen Suzman Boulevard	Buitengracht & York Road/ Granger Bay Blvd	Right lane is a Bus & Emergency lane in both directions.	15:30 – 22:45

In addition, the following restrictions / closures may be applied:

AFFECTED ROADS	BETWEEN	RESTRICTION	TIME
Stadium			
Fritz Sonnenberg Road	Bay (Golf Course) & Bill Peters (McDonalds)	Full closure both directions	16:00 – 22:45
	Granger Bay Blvd & Bill Peters (McDonalds)	Full closure both directions	
Stephan Way	Fritz Sonnenberg Road & Hamiltons Rugby Club	Full closure both directions	
Vlei Road	Helen Suzman Blvd & Green Point Cricket	Full closure both directions	
Fort Wynyard Road	Portswood Road & Granger Bay Boulevard	Road Closed	
Portswood Road	Helen Suzman Boulevard & Beach Road	Northbound closed	20:00 – 21:00
Granger Bay Boulevard	Helen Suzman Boulevard & Beach Road	Northbound closed	16:00 – 22:45
	Beach Road & Helen Suzman Boulevard	Southbound closed	18:00 – 22:45
Beach Road	Haul & Portswood Roads	Eastbound closed	19:15 - 20:15
Fan Walk - CBD – Stadium			
Somerset Road	Buitengracht & Chiappinni Street	Road Closed	16:00 – 22:45
Ebenezer Road	Prestwich Street & Somerset Road	Local access only - no through traffic	
City Centre			
Waterkant Street	Buitengracht & Lower Burg Street	Closed – Resident and business access only	16:30 – 22:45

Parking

- No parking will be permitted on the above roads at the indicated times.
- Access to and egress from parking garages will be allowed to permit holders ONLY.

IMPACT OF ROAD CLOSURES ON PUBLIC TRANSPORT

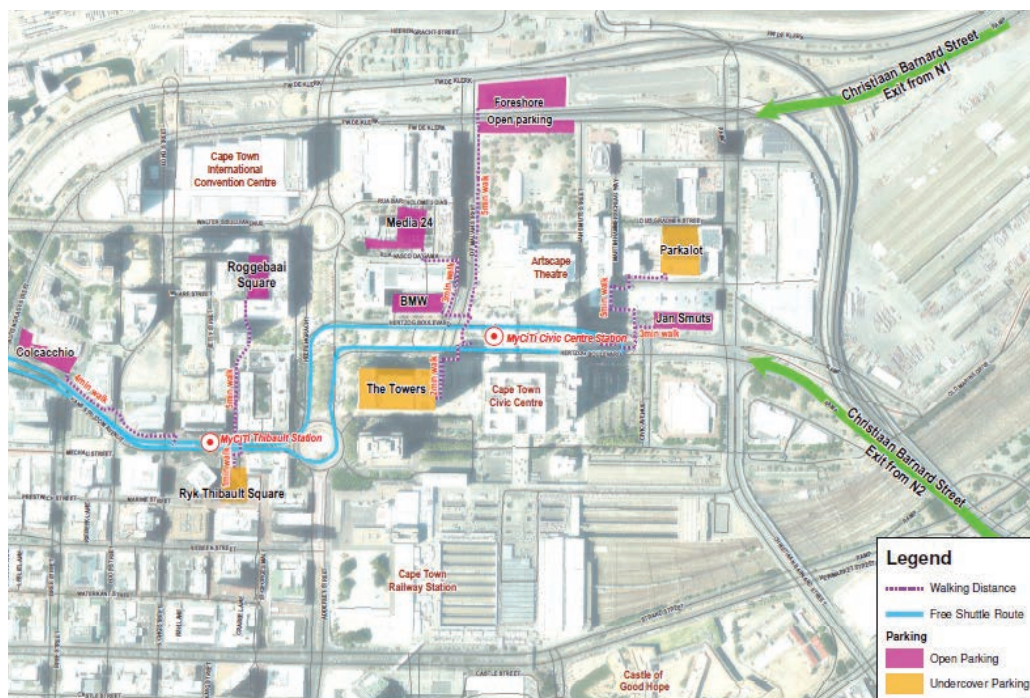
• MyCiti Waterfront service

- The normal scheduled service will not be free of charge.
- The service will stop at the Stadium bus station en route to the Waterfront and then will be rerouted from Helen Suzman Boulevard into Portwood Road, turning left into Beach Road and right at the traffic circle into Granger Bay Boulevard.
- Granger Bay bus station will be closed for this period while all other stops and services on the Gardens-Civic-Waterfront route will remain operational.
- Passengers may use the Waterfront (in Breakwater Lane), Stadium bus station and/or Buitengracht stops as alternatives to the Granger Bay bus station.
- On the return journey from the Waterfront, the bus will turn left into Beach Road, right into Portwood Road and left at Helen Suzman Boulevard to continue its normal route to the CBD.

PARKING

Parking restrictions will be enforced in the residential areas adjacent to Cape Town Stadium from 12:00 to Midnight, including on Main Road.

Motorists are advised to obey the signage. Normal restrictions and charges apply to kerbside parking in the CBD for a Saturday.



On-Street in the City Centre

- On-street parking is available within the city centre but no additional security will be provided.
- Parking tariffs will apply until 13:00. Then on-street parking becomes free of charge.

Off-Street in the City Centre

"24/7" off-street parking in the City Centre is available at:

- CTICC,
- Ryk Tulbagh Square,
- Picbel Parkade,
- Plein Park, etc.

Open Parking

Main Road between Grove and Glengariff Streets. However, this is very limited.

PEOPLE WITH DISABILITIES

- Dedicated parking has been allocated on DF Malan Drive for those attendees with disabilities who wish to use the Stadium shuttle. Only people with an official disability permit from the City will be allowed to park in this dedicated parking area.
- Ticket holders must formally request access to the parking bays dedicated to people with disabilities by sending an e-mail to mike@alliancesafety.co.za
- Eventgoers will have to provide evidence that they are entitled to these parking bays by clearly displaying the Vehicle Access Permit (VAP) in full colour on their dashboard when entering the parking area (P5) on Vlei Road. Failure to display will result in access being denied.
- Enquiries regarding the limited parking within the stadium for people with disabilities can also be emailed to mike@alliancesafety.co.za
- Parking for people with disabilities is issued at the discretion of the event organiser and is subject to availability.

DROP-AND-GO

Attendees may be dropped off and collected at the following appropriately signed locations;

- in DF Malan Drive opposite the Artscape Theatre or,
- in the embayment off Helen Suzman Blvd (City bound carriageway), between Vlei Road and the elevated traffic circle at Granger Bay Blvd.
- E-hailing in Main Road, between Ashstead & Ebenezer Road, Greenpoint (City bound carriageway).

PEDESTRIAN ROUTES

Pedestrian routes between the Stadium and

- **City Centre (via Fan Walk)**
 - Part of the road will be open to normal vehicular traffic.
 - Pedestrians are urged to use the sidewalk and dedicated lane to the underpass at Green Point Circle.
- **V & A Waterfront**
 - This route is via Granger Bay Boulevard.
 - Pedestrians are urged to avoid Portwood Road as the pedestrian walkways along that route are restricted.

CYCLING

Attendees wishing to cycle to the stadium are encouraged to do so. Bicycle racks are located on the eastern (Waterfront) side of the elevated circle at the stadium. Cyclists must provide their own lock and chain as bicycles are left at own risk.

Please remember the "ridesafe" motto and wear a helmet, have adequate lighting and wear reflective clothing (**NB:** motorcycle helmets are not allowed inside the stadium).

Due to the number of people using the Fan Walk, it is advised that cyclists coming from the CBD use the route through the V&A Waterfront or the back roads in De Waterkant to access the stadium.

TICKET COLLECTION

Attendees are encouraged to collect their tickets from outlets before the day of the event.

NOTE: No pass-outs will be permitted at the stadium on the day.

Special validation process for this event. (Credit card validation).

ENQUIRIES

All enquiries regarding transport options for this event may be directed to the:

24/7 Transport Information Centre

(free from a Telkom landline): 0800 65 64 63

Or send a message to: transport.info@capetown.gov.za



DEFINITIONS

Authorised official	An employee of the City responsible for carrying out duties, functions or powers and includes employees delegated to carry out or exercise such duties, functions or powers.
Changes in transportation environment	Changes to any movement by/of people including motorised, non-motorised and all forms of public transport.
City	The City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998 (Act No.117 of 1998), or any structure or employee of the City acting in terms of delegated authority.
City of Cape Town (City) Departments	Those Departments, who render a service for an event. i.e. including but not limited to Health Services, Disaster Management, Fire and Rescue Services, Metro Police, Traffic Services, Law Enforcement, Transport, Roads and Infrastructure Maintenance, Waste Management, Water Services, Electricity and Legal Services.
City of Cape Town (City) Services	All services rendered by the City regardless of whether there is a change for the service or not.
City Manager	The person appointed as City Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).
Council	The council of the City of Cape Town or any political structure, political office bearer, councillor or any staff member acting under council's delegated or sub-delegated authority.
E-hailing	The ordering a car, taxi, limousine, or any other form of transportation pick up via virtual devices: computer or mobile device.
Event	Any sporting, recreational or entertainment event, including live acts, flash mobs and events promoted through online event campaigns; any educational, cultural or religious event; any business event including marketing, public relations and promotional, or exhibition events; or any charitable event, including any conference, organizational or community event, or any similar activity hosted at a stadium, venue or along a route or its precinct, that is planned, has a clear programme, control and accountability, but excludes an event hosted by a private person held in his or her private capacity at any venue, or filming staged in terms of the By-law relating to filming.
Event Coordination Committee	The event planning committee of the City consisting of the service departments of the City.
Event greening	The process of incorporating socially and environmentally responsible decision-making into the organising, implementation and participation of an event.
Event-greening practices	The application of sustainable living principles relating to event management, such as energy efficiency and waste reduction.
Event Lead/Hosting City of Cape Town Departments	Departments that lead the strategic focus and implementation of the City's events strategy and focus including: Economic and Human Development, Arts and Culture, Tourism, Sport and Recreation and Communications.

Event Organiser	Any person or legal entity who plans, is in charge of, manages, supervises, holds an event and/or sponsorship rights to or in any manner controls or has a material interest in the hosting of an event and includes any person who holds themselves out to be and/or conducts themselves in a manner which one would reasonably equate to that of the activities of an event organiser.
Event Owner	The person funding the event or the person who holds the rights to an event.
Event Permit Officer	The head of the City of Cape Town events permit office.
Events Policy	The event policy of the City.
Event Safety and Security Planning Committee	The committee contemplated in section 15 of the Safety at Sports and Recreational Events Act, 2010 (Act No 2 of 2010).
Level of Service	A qualitative measure used to describe the quality of vehicular traffic flow. Different levels pertain to performance around vehicle speed, density, congestion, etc.
Non-motorised Transport	Also known as active transportation or human powered transportation includes walking, cycling and variants such as small-wheeled transport such as cycle rickshaws, skates, skateboards, push scooters and hand carts.
Pedicab	A small, pedal-powered vehicle serving as a taxi.
Permit	A permit issued for the holding of an event in terms of section 10.5 of the City's 2008 Events Policy.
Public Transport	Rail, bus, taxi (minibus-taxi, meter, e-hailing, pedicab) and other forms of transport that are available to the public.
Road	A trunk road, main road, district road, minor road or public transport road and includes the full width of the road reserve and the land and all works or things forming part of or belonging to the road.
Road Authority	The body responsible for the care, control or management of roads within a given jurisdiction.
Roadway	The part of a road intended for vehicles.
Safety and Security Plan	Referred to in section 16(1)(b) of the Safety at Sports and Recreational Events Act, 2010 (Act No 2 of 2010), providing for the coordination of the functions of the role players involved in the provision of safety and security at the event.
Safety officer	A person whose job it is to develop and recommend measures for promoting personal safety, and to monitor and anticipate hazardous and unsafe situations.
Stakeholder	Includes any person, organisation or body affected or with a role to play in the management or holding of an event.
Single-occupancy vehicle	A vehicle carrying only the driver.
Sustainable development	Development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.
Traffic signs	Road traffic signage as contemplated in the National Road Traffic Act, including signs, signals, road markings, traffic cones, etc. for controlling and warning road users.
Transport system users	Includes motorised, non-motorised (pedestrians & cyclists) and all forms of public transport.

Venue	Any area or place, which may include but is not limited to, being demarcated by an enclosed or semi-enclosed temporary or permanent structure, within which a temporary or permanent structure may be erected, where an event is to be hosted, which, for the purposes of any categorisation, designation and certification of an event at a venue which is currently in place or which is planned to be in place, which amongst others, may consist of, but is not limited to, seating for spectators, attendees and/or an audience and a field of play and/or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event.
Wayleave	Access granted over by a landowner or right of way to a road or public transport infrastructure reserve granted by the road or public transport infrastructure authority for specific purposes and subject to certain conditions, e.g. access in a reserved area to work/construct in/near stormwater drainage, electricity distribution networks, water and sanitation networks, telecommunication networks.

ACRONYMS

CoCT	City of Cape Town
MBT	Minibus-taxi
NLTA	National Land Transport Act
NRTA	National Road Traffic Act
NMT	Non-motorised Transport
PT	Public Transport
PTI	Public Transport Interchange
SAPS	South African Police Services
SARTSM	South African Road Traffic Signs Manual
TMP	Transport Management Plan
VOC	Venue Operations Centre

