



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# Pre-Public Participation Plan

<b>NAME OF PROCESS</b>	Draft Amendment to the By-law Relating to Streets, Public Places and the Prevention of Noise Nuisances
<b>LINE DEPARTMENT</b>	Safety and Security: Law Enforcement Department
<b>RESPONSIBLE OFFICIAL</b>	Leon Wentzel
<b>PPU PRACTITIONER</b>	Anathi Dywili

## Public Participation Process

Period 01 November – 30 November 2024

### Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Anathi Dywili	Public Participation Process Coordinator
Policy and Strategy	Ewald Botha	Additional capacity
Chairperson: Safety and Security Portfolio Committee	Cllr. Mzwakhe Nqavashe	PC Chairperson
MAYCO: Safety and Security	Ald. JP Smith	MAYCO Member
Safety and Security	Leon Wentzel	Process and Content Owner
Communication Department	Janine Willemans	Media Officer
Digital Communication	Katherine Roderick	Digital Media Coordinator
Communications	Karen Thompson	Print Media

### Communication Tools

Communication Tools	Description / Use	Push	Pull	Access
<b>Media Release</b>	A media Release to be published during the week leading up to the process going live.	X		
<b>Print Media -</b> Weekend Regional Newspapers	Adverts will be published in the Weekend Cape Argus (Saturday edition), and Saterdag Die Burger inviting interested and affected parties to submit their input into the draft policy. Furthermore, the advert will outline how input can be submitted and where the draft policy can be accessed.	X		
City Website	The process will be published via Council's Have Your Say webpage( <a href="http://www.capetown.gov.za/haveyoursay">www.capetown.gov.za/haveyoursay</a> ) and provide access to a downloadable version of the draft policy and translated summary thereof. An online comment form will also be made available for online input.	X	X	X
Report to Subcouncils	Report to serve at Subcouncil to inform the Subcouncil of the Draft Policy and request input from its Ward Councillors and Ward Committees.	X		
Subcouncil Office	Advert, draft policy and summaries will be submitted to the Subcouncil office to make available for viewing by interested and affected parties who do not have access to online platforms.  (24 Physical Access Points)			X
Databases: Community Organisations	Advert, draft policy and summaries will be communicated to all Community Organisations registered with Subcouncils.	X		X
Libraries	Advert, draft policy and summaries will be submitted to all libraries across the City to make available for viewing only by interested and affected parties who do not have access to online platforms.  (100 Access Points)			X
Email	Email addresses will be provided in all communication platforms for enquiries, clarity on the process and for input to be submitted.  (Email provided by line department)		X	X
Telephone	Telephone numbers will be provided in all communication platforms where applicable only for enquiries and clarity on the process.			X

## Action Plan

Deadlines	Task/Function	Responsibility
18/10/2024	<p><b>Approval of the public participation process by the PC</b></p> <p>PC to workshop the By-law and approve public participation</p>	PC
18/10/2024	<p><b>Submit the following documents to Public Participation</b></p> <p>Draft by-law (Latest Version) Summary of Draft by-law Draft advert</p>	Leon Wentzel
18/10/2024	<p><b>Submit the advert to Communication Department for print media publication:</b></p> <p>Regional newspapers (publication over the weekend of Saturday, 02 and 03 November 2024)</p>	Anathi Dywili
18/10/2024	<p><b>Submit the following documents to E-communications for online publication:</b></p> <p>Draft by-law Summary of Draft by-law Draft advert</p>	Anathi Dywili
18/10/2024	<p><b>Submit a request for Media Release to be drafted</b></p>	Clr Nqavashe
18/10/2024	<p>Submit the summary of the draft by-law to translation services to be translated into isiXhosa and Afrikaans</p>	Anathi Dywili
21/10/2024	<p><b>Submit the following documents to Printing:</b></p> <p>Draft by-law Summary of by-law (Translated versions) Draft Advert (Translated Versions)</p> <p><i>*Request for printing and library services to distribute a physical copy of each document to each library and Subcouncil Office</i></p>	Anathi Dywili
During the week of the 31/10/2024	<p>Adverts to appear in the regional newspapers</p> <p>Cape Argus and Die Burger (03/11/2024) Weekend Argus (02 and 03/11/2024) Saturday Die Burger (02/11/2024)</p>	Karen Thompson
06/11/2024	<p><b>Submit via email the following documents to Subcouncil for circulation to its ward councillors and via the Community Organisation Database:</b></p> <p>Draft by-law Summary of Draft by-law (Translated versions) Draft Advert (Translated Versions)</p>	Anathi Dywili
06/11/2024	<p><b>Confirm delivery of the physical copies to the various libraries and Subcouncils:</b></p>	Anathi Dywili

	Draft by-law Summary of Draft by-law (Translated versions) Draft Advert (Translated versions)	
30/10/2024	<b>Publications of the process via the Have Your Say webpage:</b>  Draft by-law (to made available for download) Summary of Draft by-law (Translated versions) – To be made available for download Online comment form	Jessica Timlin
<b>01/11/2024</b>	<b>Public Participation Process Starts</b>	
06/11/2024	<b>Report to Subcouncils submission deadline:</b>  Report to be submitted for inclusion onto the Subcouncils Agenda for November 2024 for comment.	Leon Wentzel Anathi Dywili
18/11/2024	<b>Tabling of Report at subcouncils:</b>  Subcouncils 6, 10, 16, 17, 19	Leon Wentzel Anathi Dywili
20/11/2024	<b>Tabling of Report at subcouncils:</b>  Subcouncils 2, 7, 9, 11, 13, 15, 20	Leon Wentzel Anathi Dywili
21/11/2024	<b>Tabling of Report at subcouncils:</b>  Subcouncils 1, 3, 4, 5, 8, 12, 18	Leon Wentzel Anathi Dywili
<b>30/11/2024</b>	<b>Public Participation Process closes</b>	
06/12/2024	<b>Submit a "Record of Comments" received to Anathi Dywili</b>	Leon Wentzel
06/12/2024	<b>Submit Post Public Participation Report to:</b>  Chairperson: Safety and Security (Cllr. Mzwakhe Nqavashe) Anathi Dywili(Public participation)	Leon Wentzel

### Author

<b>Name</b>	Anathi Dywili	<b>Tel</b>	021 400 9825
<b>Department</b>	Public Participation Unit	<b>Email</b>	Anathi.dywili@capetown.gov.za

*A dywili*  
Signature

**15/10/2024**

Date

### Sign-off By

<b>Name</b>	Cllr. Mzwakhe Nqavashe	<b>Tel</b>	021 400 1480
<b>Department</b>	Safety and Security	<b>Email</b>	Mzwakhe.Nqavashe@capetown.gov.za
<b>Position</b>	Chairperson: Safety and Security		

  
Signature

**15/10/2024**

Date

# Adverts

## Have your say!

### Streets, Public Places and Prevention of Nuisance Bylaw Amendment, 2024

The City of Cape Town invites residents, stakeholders and interested parties to comment on the Draft Streets, Public Places and Prevention of Nuisance Bylaw Amendment, 2024.

The draft Streets, Public Places and Prevention of Nuisance Bylaw Amendment, 2024 will amend the City of Cape Town Events Bylaw, 2021 and seeks to:

- provide for the classification of types of events as City Protected Events;
- provide for Council exemption from specific by-laws for City Protected Events;
- empower the Event Permit Officer with discretion to make certain decisions related to event safety requirements and deal with fraudulent and dishonest actions.

In terms of section 17 of the Local Government: Municipal Systems Act, Act 32 of 2000, the public and interested parties or groups are invited to submit comments, recommendations or input to the municipality from 1 November to 30 November 2024.

All comments or suggestions received will be considered for inclusion during the review process. Comments, recommendations and input may be submitted by:

- **E-mail:** [public.places@capetown.gov.za](mailto:public.places@capetown.gov.za)
- Written submissions: Attention: Leon Wentzel, Law enforcement Department, 10<sup>th</sup> Floor, Tower Block, Civic Centre, 2 Hertzog Boulevard, Cape Town, 8000
- Telephonic comments: **021 444 7691** - between **08:00 and 16:30** on weekdays.
- Website: [www.capetown.gov.za/haveyoursay](http://www.capetown.gov.za/haveyoursay)

Kindly note that the Streets, Public Places and Prevention of Nuisance Bylaw Amendment, 2024 will be available for viewing on the City of Cape Town website: [www.capetown.gov.za/haveyoursay](http://www.capetown.gov.za/haveyoursay), at sub-council offices and City libraries.

**Contact:** [public.places@capetown.gov.za](mailto:public.places@capetown.gov.za) for any further information.

The City's Public Participation Unit will assist people who cannot read or write, people living with disabilities and people from disadvantaged groups who are unable to submit written comments, to have their comments or input recorded and submitted to the City. Contact Anathi Dywili on telephone 021 400 9825 or email [Anathi.dywili@capetown.gov.za](mailto:Anathi.dywili@capetown.gov.za)

**LUNGELO MBANDAZAYO**  
**CITY MANAGER**  
...../2024