



LANGEBERG MUNICIPALITY

REF:	
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APPLICATION TO HOST AN EVENT IN LANGEBERG MUNICIPAL AREA

PLEASE NOTE THAT ALL FIELDS WITH AN ASTERIX * ARE COMPULSORY FIELDS

* NAME OF EVENT: _____

* EVENT VENUE (Name & full address): _____

_____ Erf No. /Farm Name & No. _____

* OWNER OF EVENT VENUE: (Written authorization must be attached)

NAME: _____ Contact No. : _____

* DATE/S OF PROPOSED EVENT: _____

* SET-UP: _____ STRIKE DOWN: _____

* TIMES OF EVENT (FOR EACH DAY): _____

* SIZE OF EVENT: Please Tick The Relevant Box Participants & Spectators

Small	< – 100	
Medium	100 – 1000	
Large	1000 – 3000	
Very Large	3000 - >	

* NUMBER OF SPECTATORS: _____

(NB. Specify for each event day)

* NUMBER OF PARTICIPANTS: _____

(NB. Specify of each event day)

* EVENT ORGANISER / RESPONSIBLE PERSON: _____

* PERSON MAKING THE APPLICATION *(if not Event Organiser)*: _____

* COMPANY / ORGANISATION NAME: _____

* DESIGNATION: _____ TEL: _____ CELL: _____

* EMAIL: _____ FAX: _____

● TYPE OF EVENT: PLEASE TICK THE RELEVANT BOX

<input type="checkbox"/> Sports / Action		<input type="checkbox"/> Launch / Exhibition	
<input type="checkbox"/> Concert / Music Festival		<input type="checkbox"/> Corporate / Private Party	
<input type="checkbox"/> Charity Fundraiser/Run /Walk		<input type="checkbox"/> Night Market / Switch on of Festive Lights	
<input type="checkbox"/> Carnival		<input type="checkbox"/> Religious Festival / Event	
<input type="checkbox"/> Fete, School Carnival etc.		<input type="checkbox"/> Cultural / Minstrel Events	
<input type="checkbox"/> Weddings / Birthdays, etc.		<input type="checkbox"/> Fireworks / Pyrotechnic Displays	
<input type="checkbox"/> Ceremonial Event / Annual ritual		<input type="checkbox"/> Market	
Other – Please Specify:			

● BRIEF DESCRIPTION OF EVENT:

A Site Layout Plan and Water & Waste-Water Plan MUST be attached.

● WARDS IMPACTED BY EVENT:

● EVENT REQUIREMENTS 1-12 = COMPULSORY FIELDS – MUST BE COMPLETED!

1. AMPLIFIED SOUND / PA SYSTEM? NO YES

The WC Noise Control Regulation PN 200 / 2013, 20 June 2013 (attached) MUST be complied with.

2. STRUCTURES / STAGES / MARQUEES / TENTS? NO YES

If yes please contact Building Control Officer, Langeberg Municipality: Ockie Brand at 023 614 8000

3. GROUND DISTURBANCE (e.g. driving pegs, marquee/stage anchors, etc. into the ground) WHICH COULD IMPACT ON SERVICES e.g. electrical cables /pipelines, AND/OR ON ENVIRONMENTALLY SENSITIVE AREAS?

NO YES *if yes please provide details*

DETAILS: _____

4. Vending / Catering /Food Stalls: NO YES NUMBER OF FOOD STALLS: _____

NB. Certificates of Acceptability are required for food stalls

Contact Cape Winelands District Municipality: Health - Robertson - (S. McClean @ 023 626 8324)
Montagu - (H. Thiar @ 023 614 2710)

LP GAS USAGE NO YES *if yes please provide details*

DETAILS: _____

5. ALCOHOL SALES / CONSUPTION: NO YES *if yes please provide copy of liquor licence*

Alcohol Sale / Consumption Hours: From: To:

The granting of an Event Permit by the Langeberg Municipality does not authorize the sale / consumption of alcohol. A separate application must be made to the Liquor Licensing Tribunal of the Western Cape Liquor Authority.

6. FIRE CERTIFICATE: NO YES *if yes please provide proof*

Please contact @ (.....).....

7. PUBLIC LIABILITY INSURANCE? NO YES *if yes please provide proof*

8. ROAD CLOSURES REQUIRED? NO YES *if yes, please provide details*

● **ROADS:** _____

● **SECTION OF ROADS (S):** Langeberg Municipality Roads - Contact: _____

● **TIMES:** _____

For Langeberg Municipal Roads contact Maynard Johnson @ 082 7716 613
For Cape Winelands District (Rural) Roads contact Kobus du Toit @ 082 8298 916

9. TRAFFIC CONTROL REQUIRED? NO YES *if yes please provide details*

● **SECTION OF ROAD (S):** _____

● **TIMES:** _____

10. OTHER SERVICES REQUIRED:

● **ELECTRICITY?** NO YES *if yes please provide details*

DETAILS: _____

For Langeberg Municipal Electricity contact: Chris Vorster @ 023 626 8266

WATER? NO YES *if yes please provide details*

DETAILS: _____

WASTE WATER REMOVAL? NO YES *if yes please provide details*

To confirm requirements for events on farms, contact Breede Gouritz Catchment Management Agency (Worcester): 023 346 8000
For contractors to dispose sewage at Municipal Sewer Works, Maynard Johnson 082 7716 613

SOLID WASTE REMOVAL? NO YES *if yes please provide details*

Contact: Manager: Solid Waste Management (GM Slingers – 023 616 8000 / 084 601 6463)

DETAILS: _____

Any other requirements: _____

11. NEIGHBOURS CONTACTED? NO YES *if yes, attach proof*

Identify neighbours and send notice of event. The notice to neighbours MUST include the event organiser's name & telephone no. and an alternative contact person.

Identify the property descriptions of the neighbouring properties. Contact Langeberg Municipality: P. Albanie - 023 615 8000 for contact details for the owners of the properties.

12. DOES THE USE REQUIRE LAND USE AUTHORISATION IN TERMS OF THE LANGEBERG LAND USE PLANNING BYLAW, 2015? NO YES

If yes, please contact the Manager: Town Planning, Langeberg Municipality:
K. Brand - 023 614 8000

SIGNATURE: _____ **APPLICATION DATE:** _____

PLEASE NOTE:

Submission of this application does not mean the Municipality has approved your event. Your event may only proceed once the municipality formally gives approval and a permit is issued.

INDEMNITY FORM:

I, _____ (*print full name*)

ID No. _____ in my capacity as _____ (*designation*)

of _____ (full name of institution/company) being duly authorised hereto on behalf of the aforementioned institution with regard to

_____ (state purpose/event)

with full knowledge of such declaration, declare as follows:

1. The Company hereby indemnifies and holds Langeberg Municipality, its directors, agents and servants harmless against:
 - a. any damage to the Langeberg Municipality property, whether movable or immovable, including any consequently damage or loss directly or indirectly flowing from physical damage to such property or any act or omission on the part of the Company, its servants or agents;
 - b. liability in respect of any claims which may be lodged or instituted against the Langeberg Municipality arising out of damage to the property, whether movable or immovable, of any third parties, including any consequential damage direct or indirectly flowing from physical damage to such property;
 - c. liability in respect of the death or injury to any person, including a servant of the Langeberg Municipality and any consequential damage or loss flowing therefrom; and
 - d. any legal cost or expenses reasonably incurred in connection with claims or actions arising out of the foregoing, whenever the damage, loss, injury or death contemplated in (a), (b), or (c) above is due to or arises out of, whether directly or indirectly, the event or activities specified above.
2. In addition, the Company shall have no claims against the Langeberg Municipality in the event if it being under-insured or should their claims being repudiated.
3. It is specifically recorded that this indemnity conferred upon the Langeberg Municipality shall not extend to damage loss, injury or death which is predominantly due to the misconduct or gross negligence of the Langeberg Municipality or of any servant of the Langeberg Municipality acting within the course and scope of his or her employment.

Signed on this _____ day of _____ 20____, at _____ (*place*)

Signature

Date

Witnesses: _____

Signature

Date

Signature

Date

Check list

<u>Number</u>	<u>Item</u>	<u>Applicant</u>	<u>For Official use only</u>
1	Owners written authorization		
2	Detailed site plan layout		
3	Land use authorization – Town Planning Department (zoning certificate)		
4	Structural Engineers certificate of compliance for all structures		
5	List of all food vendors with Certificates of Acceptability and Business Licences		
6	Solid Waste Management Plan		
7	Transport and Traffic Management Plan with road closures		
8	Liquor License		
9	Disaster Management Plan		
10	Incident Management Plan		
11	Waste Water Management Plan		
12	Fire Prevention Plan		
13	Public Safety Management Plan including crowd control		
14	Noise Control / Reduction Plan		
15	Event Communication Plan		
16	Community Participation Plan		
17	Environmental Management Plan		
18	LP Gas Compliance Certificate		
19	Heritage Management Plan		
20	Event Promotion / Marketing Plan, including road signage, putting up of posters and banners		