



CHECKLIST FOR AN EVENT APPLICATION

Name of Event: _____

Location of Event: _____ Date of Event: _____

CRITERIA	FORM NUMBER	REQUIRED*
1.Events application form completed fully	1	
2. Event Plan, to include:		
• Security and Crowd Management Plan	*	
• SIRA certificate	*	
• Medical Plan as per Dept of Health matrix	*	
• Traffic/ Parking/ Transport Management Plan	*	
• Emergency, Contingency and Evacuation Plan	*	
• Environmental and Waste Management Plan	*	
• Communication Plan	*	
• Certified copy of Public Liability Insurance	Compulsory if applicable	
• List of Vendors and Caterers (if relevant)	Compulsory if applicable	
• Event program	*	
• Site layout/ plan	Compulsory if applicable	
• Food preparation permits from GRDM (if applicable)	Compulsory if applicable	
• Certified copy of Liquor Licence (if applicable)	Compulsory if applicable	
• Approval from Venue Owner to use the property	Compulsory if applicable	
• Civil Aviation Application and relevant supporting documents (if applicable)	Compulsory if applicable	
• Outcome of Event Risk Categorisation by SAPS	2 Compulsory	
• Pyrotechnic Application (if applicable)	Compulsory if applicable	
3. Applications to be completed (as applicable):		
• Indemnity Form	3 Compulsory	
• Road Closure/ Route map (if applicable)	4 *	
• Noise exemption application (where amplified sound)	5 Compulsory if applicable	
• Population Certificate application for events above 200 persons	6 Compulsory if applicable	
• Application to Utilize Temporary Structure on Municipal Property	7 *	
• Temporary signage application	8 *	
• Banners application	9 *	
• Posters application	10 *	
• Events Land Use Checklist	11 *	
4. Event Listing Application	12 *	

***The responsible official must indicate which applications/ permits are required. George Municipality may request additional information as determined by the type and detail of the event**



APPLICATION FOR AN EVENT

Name of Event: _____

Location of Event: _____

Date(s) of proposed event: _____

Start time of Event (for each day): _____ End time per day: _____

Number of attendees expected: _____

(NB: Specify estimates per day)

Number of tickets:

Sale: _____

Complimentary: _____

Size of event over the full event period: (please tick relevant box)

SIZE (tick)	CROWD	<u>MINIMUM TIME BEFORE ADVERTISING OR PUBLICISING AN EVENT TO SUBMIT AN APPLICATION FROM 1 FEBRUARY TO 31 OCTOBER</u>	<u>MINIMUM TIME BEFORE ADVERTISING OR PUBLICISING AN EVENT TO SUBMIT AN APPLICATION FROM 1 NOVEMBER TO 31 JANUARY</u>	<u>APPEAL TO BE LODGED BY APPLICANT WITH CITY WITHIN⁴</u>	<u>APPEAL TO BE DECIDED BY CITY WITHIN</u>
	50 to 500	14 working days	20 working days	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
	501 - 2000	20 working days	30 working days	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
	2 001 – 5 000	20 working days	30 working days	48 hours of receipt of written notice	Within 48 hours of receipt of written notice
	5 001 – 10 000	120 working days	120 working days	48 hours of receipt of written notice	Within 3 working days
	10 001 - above	6 months	6 months	48 hours of receipt of written notice	Within 5 working days

- a) Any event of more than 200 persons requires a population certificate (Form 6)
- b) Note this excludes any specific or special application directives which George Municipality may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any George municipal activity
- c) Note if a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.
- d) The appeal process does not apply to Liquor Licenses which are administered by the South African Police Services (SAPS).
- e) Any event which involves an application for a Temporary Land Use Departure and where the Departure has not been granted must follow the appeal process as outlined in the Land Use Planning Bylaw (2023).
- f) Any organiser who advertises or publicises an event before all approvals are in place does so at their own risk.

Event organiser/person making application: _____

Company name: _____

Designation: _____ Tel/Cell: _____

E-mail: _____

Number of attendees (including vendors, staff and participants, etc): _____

Nature of the event: (please tick relevant box/es)

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

Please complete Form 3 – Indemnity Form

Brief description of the event:

 Event requirements:

1. Traffic Control Required? YES _____ NO _____
 If yes, please provide details: _____
 a) Section of Road(s): _____
 b) Date and Time: _____
 c) Road closure YES _____ NO _____
 (If yes, please attach road map and times of road closure required. Depending on the extent of the closures and/or a detailed Traffic Management Plan may be required. If event includes a race, celebratory march or procession, complete Form 4 Route Description)

2. Marquees / Tents Temp structure: YES _____ NO _____
 If yes, please provide details: _____
 (Please complete Form 7)

3. Music / Public Address / PA System etc. to be used:
 YES _____ NO _____
 a) Music / Other: Please give details: _____
 (If yes, please complete Form - Application for Noise Exemption Form 5)

4. Catering / Vending/ Food Stalls: YES _____ NO _____
 a) Number planned: _____
 b) Number with certificates of acceptability: _____
 c) LP Gas use: YES _____ NO _____
 If yes, please provide details: _____

5. Alcohol consumption: YES _____ NO _____
 If yes, please provide details: _____
 If yes, please provide **certified** copy of Liquor Licence
 Sale/ consumption hours: YES _____ NO _____
 The granting of an Event Permit by the George Municipality does not authorise the sale/ consumption of alcohol. It is the responsibility of the event organiser to apply directly to the Liquor Licencing Tribunal of the Western Cape Authority.

6. Public liability insurance: YES _____ NO _____
 If yes, please provide **certified** copy of policy

7. Municipal services required:
 a) Electricity: YES _____ NO _____
 Details: _____

- b) Water YES _____ NO _____
Details: _____
- c) Waste Removal YES _____ NO _____
Details: _____

8. Any other requirements
Details: _____

9. Wards impacted by the event: _____

10. Signature: _____
Name: _____
Date: _____

PLEASE NOTE:

Submission of this application does not mean the Municipality has approved your event. Please liaise with the Events Permit Office regarding the approval process and any additional information required. Your event may only proceed once the Municipality give approval and is signed off.



APPLICATION FOR EVENT RISK CATEGORIZATION

In terms of Section 6(3) of the Safety At Sports And Recreational Events, 2010

**The National Commissioner
SOUTH AFRICAN POLICE SERVICES**

c/o Lt/Colonel A J Lourens
Lt/Colonel A C Roziers
Events and Special Operations
Section Commander: Major Events
SOUTH AFRICAN POLICE SERVICE
Cape Town

Per e-mail: wcpceo@saps.gov.za

Facsimile: 021 417 7225

ANNUAL SCHEDULE OF EVENTS			
Legal name of sports or recreational controlling body or event organizer:			
Sports Season/calendar Year: (Insert calendar period)			
DETAILS OF RESPONSIBLE PERSONS (SECTION 4 (1) OF THE ACT)			
Controlling Body: Contract Details			
Full Names of Contact Person:			
Official Position Held:			
E-mail:			
Telephone Number:			
Mobile Number:			
Postal Address:	Address		Code
	Address		
	Address		
Residential Address:	Address		Code
	Address		
	Address		
Event Organisers: Contact Details			
Full Names of Contact Person:			

Official Position Held:			
E-mail:			
Telephone Number:			
Mobile Number:			
Postal Address:	Address		Code
	Address		
	Address		
	Address		
Residential Address:	Address		Code
	Address		
	Address		
	Address		
EVENT DETAILS			
EVENT 1:	Proposed Event Risk Categorization		
Name of Event/Fixture:			
Nature of Event:			
Event Venue/ Route: (if multiple, please stipulate)			
Certified Safe Capacity- Venue: (if multiple, please stipulate)			
Physical Address & GPS Co-ordinates – Venue: (if multiple, please stipulate)			
Date & Day of Event: (day/dd/mm/yy)			
Scheduled Start Time of Event:			
Duration of Event - inc. access/egress periods:			
Nearest SAPS Police Station: (if multiple, please stipulate)			
Event Organizer Representative Contact Details:	Name:		Mobile:
	Telephone:		E-mail:
Does Event Organizer have experience in holding similar events of a similar size ?	YES/NO:		
	<u>EXAMPLE/s:</u>		
Stadium/ Venue Owner Contact Details: (if multiple, please stipulate)	Name:		Mobile:
	Telephone		E-mail :
Event Safety Officer Details	Name:		Mobile
	Telephone:		E-mail:
Section 8 Stadium/ Venue Certificate in place - YES/NO			
Section 8 Stadium/ Venue Grading			

Certificate in place - YES/NO	
Section 8 Stadium/ Venue Event Risk Safety Grading – YES/NO	
Estimated Spectator Attendance:	
Is it anticipated that 'VIP's will be present ? YES/NO - If YES - state level of VIP:	
Expected Weather Conditions:	
Event Entertainment-YES/NO - If YES give brief description:	
Event Giveaways- YES/NO - If YES- Describe e.g. food, T-shirts, caps, air-time etc:	
Age profile of Spectators:	
Physically Challenged Access & In-Stadium Amenities in Place - YES/NO:	
Will SIRA Registered Security Service Providers/ Security Officers provide Access Control & General Security at Event?- YES/NO :	
Will Provincial, Local and/or Private Sector Emergency Medical Services for Event Participants and Spectators be in place for the Event - YES/NO	
Will the Outcome of the Event have any Relevance ?-YES/NO-If YES - provide brief details:	
Is there any History of Crowd Crush incidents or Violence by or between Spectators of participating teams or at the Venue itself? If YES- provide brief details:	
Is it the intention to serve alcohol to Spectators at Event?-YES/NO - If YES - provide details:	
Any Other Factors which you believe the National Commissioner should take into Account?	
EVENT 2:	Proposed Event Risk Categorization
Name of Event/Fixture:	

Nature of Event:			
Event Venue/ Route: (if multiple, please stipulate)			
Certified Safe Capacity- Venue: (if multiple, please stipulate)			
Physical Address & GPS Co-ordinates – Venue: (if multiple, please stipulate)			
Date & Day of Event: (day/dd/mm/yy)			
Scheduled Start Time of Event:			
Duration of Event - inc. access/egress periods:			
Nearest SAPS Police Station: (if multiple, please stipulate)			
Event Organizer Representative Contact Details:	Name:		Mobile:
	Telephone:		E-mail :
Does Event Organizer have experience in holding similar events of a similar size ?	YES/NO:		
	EXAMPLE/s:		
Stadium/ Venue Owner Contact Details: (if multiple, please stipulate)	Name:		Mobile:
	Telephone:		E-mail :
Event Safety Officer Details	Name:		Mobile
	Telephone:		E-mail:
Section 8 Stadium/ Venue Certificate in place - YES/NO			
Section 8 Stadium/ Venue Grading Certificate in place - YES/NO			
Section 8 Stadium/ Venue Event Risk Safety Grading – YES/NO			
Estimated Spectator Attendance:			
Is it anticipated that 'VIP's will be present ? YES/NO - If YES - state level of VIP:			
Expected Weather Conditions:			
Event Entertainment-YES/NO - If YES give brief description:			
Event Giveaways- YES/NO - If YES- Describe e.g. food, T-shirts, caps, air-time etc:			
Age profile of Spectators:			
Physically Challenged Access & In-			

Stadium Amenities in Place - YES/NO:	
Will SIRA Registered Security Service Providers/ Security Officers provide Access Control & General Security at Event?- YES/NO :	
Will Provincial, Local and/or Private Sector Emergency Medical Services for Event Participants and Spectators be in place for the Event - YES/NO	
Will the Outcome of the Event have any Relevance ?-YES/NO-If YES - provide brief details:	
Is there any History of Crowd Crush incidents or Violence by or between Spectators of participating teams or at the Venue itself? If YES- provide brief details:	
Is it the intention to serve alcohol to Spectators at Event?-YES/NO - If YES - provide details:	
Any Other Factors which you believe the National Commissioner should take into Account?	



GENERAL INDEMNITY FOR ALL EVENTS

I, the undersigned, (full names) _____

In my capacity as: _____

Id number:

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On behalf of (company): _____

Being duly authorised hereto on behalf of the aforementioned institution with regard to (state purpose/ event): _____, from (date) _____ to (date) _____ with full knowledge of such declaration, declare as follows:

1. I have read, understood and accept the responsibility and comply
2. I will put the necessary measures in place to comply with occupational and safety statutes
3. I will ensure that all employees and agents shall be conversant in occupational safety
4. I will ensure that the area/s left are in totally unencumbered condition
5. I will restrict any PA system to making official announcements only
6. I will ensure that no inconvenience/nuisance is caused to residents/other beneficiaries
7. I will ensure that participants in this event respect private property
8. I will ensure that roads and other facilities are not blocked
9. No alcohol will be permitted unless authorised within a designated area
10. I will inform all whether pets are permissible
11. I will prevent any unauthorized trading or branding of any kind
12. I will adhere/ obey /enforce the by-laws for public open spaces
13. I will obey instructions from relevant municipal official/s
14. Hereby indemnifies and holds the City, its directors, agents and servants harmless against:
 - a) any damage to the City's property, whether movable or immovable, including any consequential 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 City arising out of damage to the property, whether movable or immovable, of any third

parties, including any consequential damage directly 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 City, 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.

15. In addition, the Company shall have no claims against the City in the event of it being under-insured or should their claims being repudiated.

16. It is specifically recorded that this indemnity conferred upon the City shall not extend to damage, loss, injury or death which is predominantly due to the misconduct or gross negligence of the City or of any serv ant of the City acting within the course and scope of his or her employment

Domicillium of applicant: _____

Tel no: _____

George Municipal account number (if relevant)

G	R	G											
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Signed at _____ on this day the _____ of _____ of 20 _____

Signature: _____

Witness: _____

Full name: _____

Witness: _____



APPLICATION FOR NOISE EXEMPTION

Noise Exemption Application in Terms of Regulation 12 of the Noise Control Regulations P.N. 7141/20 June 2013 under Section 25 of the Environmental Conservation Act, 1989 (Act 73 of 1989).

Event organiser/person making application: _____

Company name: _____

Designation: _____ Tel/Cell: _____

Id number:

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E-mail: _____

Details/type of Event: _____

Date Of Event: _____

Venue and location: _____

Start of event: _____ Stop: _____

Noise source (e.g. live band, DJ, microphone, construction equipment, etc) :

Is event: Indoor Outdoor

No of guests and staff: _____

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

Does the premises where the event is to be held have a valid liquor license:

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THIS NOISE EXEMPTION APPLICATION:

1. A site plan indicating the following:
 - a) Surrounding residential premises
 - b) The position of the possible noise sources
 - c) The direction of the possible noise sources
 - d) Distances from noise sources to surrounding residential premises.
 - e) Positions of possible standby generators
2. A letter of consent from the owner/body corporate of the premises and that he/she/they are aware of the application.
3. Written comment from the Local Ward Councillor regarding the noise exemption being issued.
4. Written comment from the Local Rate Payers Association regarding the noise exemption being issued.
5. An application would be considered incomplete if any of the above requirements are not completed or attached to the application and will **not** be processed.
6. A fully completed application must be submitted to the Municipality at least 15 (fifteen) working days prior to the commencement of the event. Failing this the application shall not be processed.
7. It must be noted that the exemption shall not take effect before the applicant has undertaken in writing to comply with all conditions imposed by a local authority. If activities commence before the undertaking has been submitted to the local authority concerned, the exemption shall lapse.
8. The Noise Officer of the Municipality may require the applicant to conduct a noise impact assessment in terms SANS 10328 if required or needed.
9. The Events Office must receive the signed Noise Exemption at least 3 (three) working days prior to the event. Failing this the exemption shall lapse.
10. Upon issuing the noise exemption the Municipality can require the applicant to submit noise level measurements if requested by the Noise Officer.

PENALTIES

In addition, it must be noted 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 up to R50'000.00 or imprisonment for a period not exceeding two years, or to both such fine and such imprisonment.

Contact: Abongile Nontshikiza
 Environmental Health Practitioner, Environmental Services, Community Services
 E-mail: anontshikiza@george.gov.za
 Tel: +27 (0)44 802 2900



APPLICATION FOR A POPULATION CERTIFICATE

This population certificate is issued in terms of the Community Fire Safety By-law.

NOTE:

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.

Application form to be submitted to ssternsdorf@george.gov.za with proof of payment and the proof of the following:

1. SAPS Risk Categorization (for all events)
2. DOH WC medical approval (for events 1000 people or more)
3. Engineering Certificates (depending on structures involved)
4. Certificate of Compliance for any Electrical boards/ temporary DV boards and generators.
5. Public Liability Insurance
6. Medical Service provider's registration
7. Security Service provider's registration
8. Appointment letter for Safety Officer and signature of acceptance
9. Permission Letter from Property owner
10. Events Management Plan to include:
 - a) Public address system and backup system
 - b) Catering setup/use
 - c) Waste removal plan
 - d) Medical Plan
 - e) Evacuation plan/ Emergency Procedures Security Plan
 - f) Site Plan/sketch
 - g) Any other documentation the Fire Department deems needed to complete the application process.
 - h) Sporting Events must have the relevant Federation's sanction of game.

Some of the required documents will be submitted as part of the event plan and checklist. Please indicate such.

APPLICATION FOR A POPULATION CERTIFICATE

<p style="text-align: center;">For official use only</p> Permanent / Temporary (Delete which is not applicable) Application No. _ File No. _____	MUNICIPALITY GEORGE																								
<p>Population Certificate Application</p> <p>Application for a Population Certificate is made in terms of Section 21 (1) of the Community Fire Safety By-law.</p>																									
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																								
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<ol style="list-style-type: none"> 1) 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. 2) The controlling authority may prescribe any additional conditions deemed necessary to render the premises safe prior to the issuing of the certificate. 3) The certificate is valid only for the premises for which it is issued and is not transferable. 4) If the occupancy or ownership of the premises changes, the owner or person in charge must apply for a new certificate. 																									
Signature of applicant																									
Print Name																									
Date																									
Address																									
For Controlling Authority: (Signature)																									
<i>Print Name</i>																									
<i>Date</i>																									
A certificate fee of R _____ is payable to the GEORGE MUNICIPALITY in respect of this application and the subsequent inspection.																									



APPLICATION FOR TEMPORARY MARQUEES/TENTS/ STRUCTURES ON MUNICIPAL PROPERTY

Event organiser/person making application: _____

Company name: _____

Designation: _____ Tel/Cell: _____

E-mail: _____

Details/type of Event: _____

Date Of Event: _____

Venue: _____

Id number:

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SIZE OF TENT	TICK
Structure smaller than 500m ²	
Structure bigger than 500m ²	

Signed at _____ on this day the _____ of _____ of 20_____

Signature: _____ Witness: _____

Full name: _____ Witness: _____

The following must be attached to this application:

- a) Map or aerial photograph of area where function will take place
- b) Proof of neighbouring owner’s consent attached to this application
- c) Consent of land owner to use the property for the event

- d) Structure must comply to the SANS code as per the Community Fire Safety Bylaw, 2023
- e) The following structures require an engineer's certificate:
 - a. Structures bigger than 500m²
 - b. Stage higher than 1m
 - c. Scaffolding carrying 300kg or more



APPLICATION TO DISPLAY TEMPORARY SIGNAGE

Event organiser/person making application: _____

Company name: _____

Designation: _____ Tel/Cell: _____

E-mail: _____

Details/type of Event: _____

Date Of Event: _____

Venue: _____

Id number:

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TYPE OF TEMPORARY SIGN/S PROPOSED:

Type of sign	Size/s	Type of material	Number	Sponsor/ commercial branding?	Illumination y/n
Banners					
Flags/feather flags					
Balloons					
Loose portable signs					
Moveable signs (eg. Gazebo's with branding)					
Trailers					
Posters- apply separately					
Other- please specify					
SIGN CONTENT AND DETAILS					
Will any sign contain any 3rd Party sponsors or commercial branding?					Y/N
Please show by way of a photomontage, the proposed graphics to be displayed					Attached Y/N
What will the duration or hours or days be for display of signage?					

Does the sign require or contain any moveable parts, animation, make use of a generator, motor or air pump for it's display?	Y/N
Please attach a site plan, indicating proposed position of temporary signs including road traffic signs and commercial signs within 80 metres of the site.	Attached Y/N
Will the sign, sign structure or any part of it be displayed so as to obstruct the view from any window or other opening of a building	Y/N
Will the sign be visible from a Class 1 Designated Metropolitan Road (freeways and expressways)?	Y/N
Will the sign be visible from a prohibited route or scenic drive?	Y/N

Signed at _____ on this day the _____ of _____ of 20_____

Signature: _____ Witness: _____

Full name: _____ Witness: _____

All signage applications are subject to review by the Fire Department.



BANNERS

Person making application: _____

Company name: _____

Designation: _____ Tel/Cell: _____

E-mail: _____

Id number:

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Name and type of Event: _____

Date Of Event: _____

Venue of Event: _____

Wording on Banner: _____

Number of Banners to be erected: _____

Date of erection: _____ Date of removal: _____

Location of Banner:

Site	Amount	Tick
York Street (from Pacaltsdorp before train bridge and on the left side)	R530.00 + R 79.50 (VAT) = R609.50	
Langenhoven Road (from Oudtshoorn)	R530.00 + R 79.50 (VAT) = R609.50	
Knysna Road (from Knysna before train bridge on the left side)	R530.00 + R 79.50 (VAT) = R609.50	
Sandkraal Road (from Thembaletu, in front of SANTA fence on the right side)	R530.00 + R 79.50 (VAT) = R609.50	
Unity Park in York Street (next to the Gazebo)	R2120.00+R318.00(VAT) = R2438.00	
TOTAL		

U-key 20220703049036

Terms and Conditions:

I, the undersigned, (full names) _____

In my capacity as: _____

Being duly authorised hereto on behalf of the aforementioned institution, accept the following conditions:

1. that the period for the displaying of banners not exceed two weeks before the event
2. that no institution be allowed to display banners for more than the prescribed period of two weeks before the event
3. all banners must be removed within three days after the event
4. no political, liquor or cigarette may be advertised
5. no offensive wording on banners is allowed
6. approval of the wording on the banner be delegated to the Director responsible for Tourism
7. the banner must be a maximum size of 3,5m x 1m wide for banners
8. that only the following persons/institutions qualify for the displaying of banners:
 - a) Schools, Churches and Welfare organizations
 - b) Sport clubs
 - c) Provincial and/or National government events
 - d) Events where Council makes a financial contribution towards the event
 - e) Official Council events
 - f) Registered political parties and the IEC (Independent Electoral Commission)
9. that written proof be submitted in respect of 8 (c) and (d) above.
10. no private organisation/business may display banners for advertising purposes
11. banners which do not comply with the set standards not be approved at all
12. after completion of this application form and approval of the banner, the amount owing must be paid at the Directorate: Financial Services (Cashier)
13. bookings can only be confirmed after payment of the said administrative fee – should an application be cancelled, paid fees will be forfeited
14. applicants be responsible for the erecting of the banners after the consent has been obtained and also for the removal thereof
15. Council will not take responsibility for banners not removed on the permitted period or which have been damaged
16. posters must be submitted to the Authorised Officer for approval at least three weeks before their erection
17. banners may only be erected to the poles on the permitted places, which have been provided for this purpose
18. Council reserves the right to remove banners, at the cost of the applicant, should the applicant fail to do so promptly within three days after the event
19. any banner which is not erected or removed within the timeframes and conditions will be impounded, with all costs being borne by the applicant
20. the applicant and/or organisation accept responsibility for any accident that may occur as a result of the erection of banner(s)

21. Council retains the right to remove any poster without providing explanation, if the Municipal Manager or an authorised official deems it:
- a) where such poster hinders the visibility of any traffic sign
 - b) ineligible for a poster to be displayed at a specific location
 - c) illegible or badly weather worn
 - d) for any other sound reason
22. that Council be indemnified against any claims or actions that may arise as a result of the approval or rejection, in terms of the attached Indemnity Form for the Erection of Banners (Form 8a) which must be completed and signed

Signed at _____ on this day the _____ of _____ of 20_____

Signature: _____



INDEMNITY FOR THE ERECTION OF BANNERS

I, the undersigned, (full names) _____

In my capacity as: _____

Id number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

On behalf of (company): _____

Being duly authorised hereto on behalf of the aforementioned institution, accept the abovementioned conditions and hereby indemnify the George Municipality and its employees regarding any claims or legal actions that might arise from the erection of banners as indicated herein, to be erected from (date) _____ to (date) _____

Signed at _____ on this day the _____ of _____ of 20 _____

Signature: _____ Witness: _____

Full name: _____ Witness: _____

For office use	
Vote no:	Ukey 20220703049036
Receipt number	date:
Written proof submitted in respect of 8 (e) and (f) :	
Erection period: _____ to: _____	
Number of banners that may be erected:	
Responsible official: _____ date: _____	
Approved <input style="width: 50px; height: 20px;" type="checkbox"/>	reject <input style="width: 50px; height: 20px;" type="checkbox"/>

DIRECTOR
Copy: Director: Community Services



APPLICATION FOR THE ERECTION OF POSTERS

Person making application: _____

Company name: _____

Designation: _____ Tel/Cell: _____

E-mail: _____

Id number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Purpose of posters: _____

Date Of Event: _____

Wording on Poster: _____

Number of Posters to be erected: _____

Date of erection: _____ Date of removal: _____

Street/Streets where posters will be erected: _____

Terms and Conditions:

I, the undersigned, (full names) _____

In my capacity as: _____

Being duly authorised hereto on behalf of the aforementioned institution, accept the following conditions:

1. that permission for the erection of posters on lamp posts is granted, in accordance with the Regulation regarding Advertisement Signs and the Defacement of the Façade on the Forefront of Streets (PK 565/1958) and the applicable municipal bylaws, to:
 - a) Schools, Churches and Welfare organizations
 - b) Sport clubs
 - c) Provincial and/or National government events
 - d) Events where Council makes a financial contribution towards the event
 - e) Official Council events
 - f) Registered political parties and the IEC (Independent Electoral Commission)
(see points 20 to 22 below)
2. that written proof be submitted in respect of 1(c) and (d) above
3. posters may only be fixed to the lamp posts by means of using rope or a similar material and that under no circumstances may adhesive material be used for this purpose
4. the wording must be factual and may not offend any person, custom, race or belief
5. posters must be submitted to the Authorised Officer for approval at least three weeks before their erection
6. Council retains the right to remove any poster without providing explanation, if the Municipal Manager or an authorised official deems it:
 - e) where such poster hinders the visibility of any traffic sign
 - f) ineligible for a poster to be displayed at a specific location
 - g) illegible or badly weather worn
 - h) for any other sound reason
7. an administrative fee as determined in the tariff list be paid for the erection of posters by political parties/organisers of festivals
8. organisations/political parties that plans to display a poster in this manner must affect payment of a deposit of **R1859.00**, which serves as a surety that the posters that have been displayed on your behalf will be removed before or on the third weekday after the day of the election/meeting/ event/festival
9. the deposit is only refundable once the Authorised Officer authorises such refund
10. if an individual/organisation should neglect to remove all posters and material that he/she displayed, he/she will forfeit his/her deposit in total, irrespective of the costs involved in the removal of said posters or the number of posters
11. if the individual/organisation neglects to remove all posters and material that he/she displayed such permission may be withheld for future events

12. a maximum of **100** posters may be displayed in instances where **events** and **festivals** are taking place
13. events and festivals, posters may be positioned two **(2) weeks** before the start of the event and must be removed within three days after the event
14. only one poster per lamp post
15. the official stamp be affixed on each of the approved posters only after 12 above has been finalised and once the amounts mentioned in 7 and 8 above has been paid
16. the amount owing must be paid at the Directorate: Financial Services (Cashiers)
17. the poster as well as the material used to fix the poster must be removed simultaneously
18. that Council be indemnified against any claims or actions that may arise as a result of the approval or rejection, in terms of the attached Indemnity Form for the Erection of Posters (Form 9a), which must be completed and signed
19. no posters may be affixed to traffic lights or traffic/ road signs

POLITICAL POSTERS

20. that no more than one (1) poster for a particular candidate or slogan per party may be displayed on a lamp post, with the understanding that two posters may be positioned back-to-back at the same height
21. that posters for political gatherings may be positioned three (3) weeks before the meeting, and in the instance of elections, as from nomination day
22. the Party Liaison Committee may request the Municipal Electoral Officer to determine a maximum number of posters permissible per party.

Signed at _____ on this day the _____ of _____ of 20_____

Signature: _____



INDEMNITY FOR THE ERECTION OF POSTERS

I, the undersigned, (full names) _____

In my capacity as: _____

Id number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

On behalf of (company): _____

Being duly authorised hereto on behalf of the aforementioned institution, accept the abovementioned conditions and hereby indemnify the George Municipality and its employees regarding any claims or legal actions that might arise from the erection of posters as indicated herein, to be erected from (date) _____ to (date) _____

Signed at _____ on this day the _____ of _____ of 20 _____

Signature: _____ Witness: _____

Full name: _____ Witness: _____

For office use	
Vote no:	Ukey 20220703049036
Receipt number	date:
Written proof submitted in respect of 8 (e) and (f) :	
Erection period: _____ to: _____	
Number of banners that may be erected:	
Responsible official: _____ date: _____	
Approved <input style="width: 50px; height: 20px;" type="checkbox"/>	reject <input style="width: 50px; height: 20px;" type="checkbox"/>

DIRECTOR
Copy: Director: Community Services



EVENTS LAND USE CHECKLIST

Please complete this checklist to determine if a land use application is required in terms of the Land Use Planning By-law for George Municipality (2023). If a property may as primary right host an event, then no land use application is required (on all properties other than residential - refer Addendum A).

Event and Venue Information

Event Name: _____

Business Name: _____

Event Date: _____

Property Description (Erf or Farm Number): _____

Event Type (Festival, Market, Wedding, Trail Run etc.): _____

Details of Applicant

Name: _____

Email: _____

Contact Number (s): _____

Details of Landowner: _____

Zoning of the property: _____

(GIS Viewer:

<https://experience.arcgis.com/experience/6a2aff4189d04756866bdeca87b1d145/page/Main-Map/?views=Splash-Home-View>)

Is the event a primary right (if no, complete checklist): _____

(George Integrated Zoning Scheme By-law, 2023: <https://www.george.gov.za/george-doc-categories/documents/bylaws-and-regulations/planning-and-development/>)

Checklist: Please complete the checklist to determine if the event is compliant from a land use perspective. Should an applicant require any additional information, he/she can contact the Town Planning office (044 801 9477).

Condition		Compliance	
		Yes	No
a	The event shall be limited to celebrations such as birthday parties and weddings, bazaars, festivals, filming, promotional events, an outdoor market, or annual sporting events (this by implication excludes music concerts where amplified sound is used).		
b	The operating hours of the event shall be from 06:00 to 22:00 and shall exclude the time needed to set up and remove the infrastructure and equipment for said event.		
c	The event may not exceed 500 attendees, or the number permitted on the population certificate including all staff, performers, and vendors whichever is the lesser amount.		
d	The activity may not involve amplified sound (it is accepted that a PA system is required for operations of the event).		
e	Off-street parking shall be provided on the property concerned or on a property within walking distance thereof and specifically leased for the event. Off-street parking shall be provided at a ratio of at least 1 bay per 4 attendees including staff, and attendees shall be directed to such parking (to be confirmed by site plan).		
f	The event organiser shall provide sufficient portable ablution facilities as may be required to serve the number of people attending (to be confirmed by site plan).		
g	The event may not take place for more than three (3) consecutive days.		
h	The event organiser shall ensure clearing of the event is completed within 24 hours of the end of the event.		

Note: The onus lies with the Applicant to provide proof of compliance with the above-mentioned conditions/checklist.

APPLICANT: _____ DATE: _____

(FULL NAME)

SIGNED: _____

ADDENDUM 'A'

TOWN PLANNING REQUIREMENTS FOR EVENT APPLICATIONS

1. Any event is interpreted as an 'Occasional Use' or a 'Function Venue' in terms of the George Integrated Zoning Scheme By-law (2023).
2. An Occasional Use is described as follows, in terms of the George Integrated Zoning Scheme By-law (2023):

Land use description: "occasional use" means a transient activity for a **specific occasion or event** that may include, but is not limited to—

- a) craft markets;
- b) circuses;
- c) religious gatherings;
- d) film shoots;
- e) builder’s yards;
- f) seasonal camping sites; and
- g) other outdoor events.

Development parameters:

The following development parameters apply:

- a) The applicant must provide parking and toilet facilities to the satisfaction of the Municipality.
- b) The transient activities may not extend for a continuous period of more than 30 days.
- c) Notwithstanding paragraph (b) the Municipality may determine a longer period for a builder’s yard.
- d) The approval may be withdrawn by written notice to the applicant if any condition of approval is not complied with or if, in the opinion of the Municipality, the occasional use concerned creates a public nuisance.
- e) The Municipality may limit the duration of the event and the number of events that may be held annually.

- 3. A ‘Function Venue’ is described as follows, in terms of the George Integrated Zoning Scheme By-law (2023):

Land use description: “function venue” means a building or structure used for functions, weddings and expos and may include a religious centre ancillary to the venue.

Development parameters:

Development parameters applicable to “agriculture” apply on a rural property, together with the limitation that any function venue in a rural area may not exceed a total floor space of 500 m², which includes all components of the venue.

- 4. An event is allowed in terms of the George Integrated Zoning Scheme By-law (2023), under the following land uses as a primary right (no need to apply to the town planning department for approval):

Zoning	Land uses where an event is a primary right
Business Zone I	Business Premises (Place of Assembly – includes an occasional use)
Single Residential Zone IV	Incremental Settlement (Place of Assembly, Place of Instruction, Place of Worship, Public Open Space)
Community Zone I	Place of Instruction (Occasional use for religious

	gatherings, craft markets and events)
Community Zone II	Place of Worship (Occasional use for craft markets and events)
Open Space Zone I	Public Open Space (Occasional Use)

5. An event is allowed in terms of the George Integrated Zoning Scheme By-law (2023), under the following zoning as a Consent Use (subject to a land use application/approval process):

Zoning	Land uses where an event is a Consent Use right
Agricultural Zone I	Occasional Use, Function Venue
Agriculture Zone II	Occasional Use, Function Venue
Business Zone II	Place of Assembly, Function Venue
Business Zone IV	Place of Assembly
Business Zone V	Function Venue
Industrial Zone I	Function Venue, Place of Entertainment
Industrial Zone II	Function Venue, Place of Entertainment
Open Space Zone IV	Function Venue
Resort Zone	Occasional Use

6. Where an event is not permitted as a primary right under the zoning of the property, the owner will need to apply to and obtain approval from the George Municipality (Town Planning Department) for either a Consent Use right or a Temporary Departure right – in terms of Section 15(2) of the Land Use Planning By-law for George Municipality (2023) – before the event may be permitted.

Note:

Event organisers, that are planning more than one event on a property a year, are encouraged to make use of properties where events are permitted as a primary right. This will reduce red-tape and negate the need to obtain Consent Use or Temporary Departure approvals. These applications take at least 8 to 12 months to finalise and thus, event organisers will need to submit their applications well in advance of the event.

7. Notwithstanding the above, in terms of Section 12.(3) of the George Integrated Zoning Scheme By-law (2023), the Municipality **may permit one (1) occasional use activity for an event** that involves the gathering of people on a land unit in any use zone, excluding a residential zone, per calendar year **for which no land use approval from the Municipality is required**, provided that the following conditions are adhered to:
- the events shall be limited to celebrations such as birthday parties and weddings, bazaars, festivals, filming, promotional events, an outdoor market, or annual sporting events;
 - the operating hours of the event shall be from 06:00 to 22:00, and shall exclude the time needed to set up and remove the infrastructure and equipment for said event;

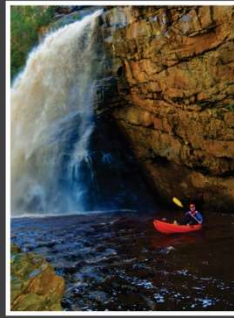
- (c) the event may not exceed 500 attendees or the number stated on the population certificate including all staff, performers, and vendors;
 - (d) the activity may not involve amplified sound;
 - (e) off-street parking shall be provided on the property concerned or on a property within walking distance thereof and specifically leased for the event. Off-street parking shall be provided at a ratio of at least 1 bay per 4 attendees including staff, and attendees shall be directed to such parking;
 - (f) the event organiser shall provide sufficient portable ablution facilities as may be required to serve the number of people attending;
 - (g) the event may not take place for more than three (3) consecutive days;
 - (h) the event organiser shall ensure clearing of the event is completed within 24 hours of the end of the event; and
 - (i) the Municipality may request that the scale / extent of the event is depicted on a site plan;
 - (j) the event organiser must obtain comments from any interested and affected party and/or the surrounding neighbours identified by the Municipality;
8. If it is the owner's / event organiser's intention to host only one (1) event per year on a property, it is advised that he/she/they request permission from the Municipality in terms of Section 12.(3) of the Zoning Scheme as this is a much shorter process (i.e. if the event cannot be accommodated as a primary right in terms of the Zoning Scheme). The aforementioned request for permission can be submitted to town.planning.applications@george.gov.za . Owners / event organisers should allow for at least 21 days to obtain a permission letter from the George Municipality, calculated from date of submission of all required documents. The following documents must form part of the request for permission:
- Cover letter / motivating memorandum.
 - Title deed.
 - Power of Attorney (if the applicant is not the landowner).
 - Locality plan.
 - Site layout plan.
 - Completed checklist.
 - Applicable certificates as proof of compliance with the checklist.

Note:

Consent Use and Temporary Departure applications should only be submitted if the event is not deemed a primary right under the zoning of the property concerned; and –

- (a) the owner or event organiser intend to host more than 1 event on said property per year; or**
- (b) the proposed event does not comply with the conditions as set out in point 7 above.**

GEORGE WILDERNESS UNIONDALE



Official Tourism
Bureaus of



www.visitgeorge.co.za

EVENT LISTING APPLICATION

Kindly take a moment to complete this form so that we can assist in publicising your event.

GENERAL INFORMATION

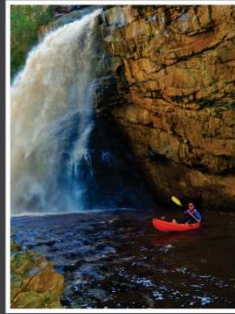
Name of Event:	
Start Date:	
End Date:	
Time:	
Price:	
Location:	

PUBLIC CONTACT INFORMATION

Contact Person:	
Telephone:	
Email Address:	
Website:	

DESCRIPTION OF EVENT (Up to 100 words)

GEORGE WILDERNESS UNIONDALE



www.visitgeorge.co.za

POPIA AND MEDIA RELEASE AUTHORISATIONS

I, _____, hereby grant and authorize the Tourism section of George Municipality the rights to:

MEDIA:

take, edit, alter, copy, exhibit, publish, distribute and make use of any and all media provided to the Tourism section by my business/organisation and representatives, to be used in and for promotional materials, without payment or any other consideration. This authorization also allows the Tourism section or their representatives to collect media from the represented business's website and social media channels. It extends to all languages, media, formats, any form of electronic data and markets now known or hereafter devised. This authorization shall continue until such time as the authorization is withdrawn by the business and when the Tourism section's promotional materials can next be updated.

POPIA:

publish my business/organisation's information and share it with relevant third parties in the interests of promoting, advertising, positioning and developing the destination, as well as send my business/organisation marketing communications. This authorisation extends to all representatives of the business/ organisation. Representatives of the business/organisation may opt out of future marketing communications where desired.

BUSINESS/ ORGANISATION INFORMATION

Business/ Organisation Name: _____

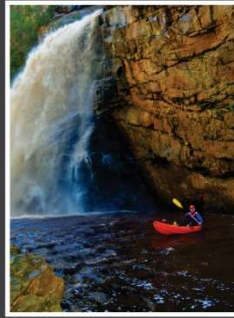
Trading Name: _____

Address: _____

Telephone: _____ Email Address: _____

Website: _____

GEORGE WILDERNESS UNIONDALE



www.visitgeorge.co.za

AUTHORISED REPRESENTATIVE OF BUSINESS

Full Name:

Signature:

Signed at _____ on day of _____ month, in year _____

by _____, authorized representative of the aforementioned business.