



## Event Application Checklist:

### A: Application Requirements:

**NB:** The forms listed below **MUST** accompany the initial Event Application submitted to the Events Permit Office.

**LEGEND:** ✓ = Mandatory Submission; W/A = Mandatory Submission Where Applicable

Event Type	Event Application Form	Indemnity Form	Noise Exemption Application	Certificates of Acceptability For Food Vendors - WA	Solid Waste Management Plan	Erection of Temporary Structure/s	Appoint of Registered Person	Population Certificate Application	Temporary Signage Application	Fireworks Application ( <i>all events with Fireworks</i> )
	(Form 01 /01(a))	(Form 02)	(Form 03)	(Form 04)	(Form 05)	(Form 06)	(Form 07)	(Form 08)	(Form 09)	
Sports/Action	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Concert/Music Festival	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Fundraiser/Run/Walk	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Carnival	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Fetes, School Carnivals etc.	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Weddings/ Birthdays, etc.	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Ceremonial / Annual Rituals	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Awards/Launches/ Exhibitions	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Corporate/Private Party	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Night Market /Switch on of Festive Lights	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Religious Festivals/ Events	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Cultural/Minstrel Events	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Fireworks/ Pyrotechnic Displays	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A
Market	✓	✓	✓	✓	✓	W/A	W/A	W/A	✓	W/A

## B: Event Plans – NB:

1. The comprehensive Event Plan, comprising the following individual plans, may be submitted for scrutiny along with the initial Application or immediately after the event has been logged by the Events Permit Office.
2. Once an event has been assigned an unique event log number, all event plan submission must reflect the unique event number (e.g. EO 15-0123)
3. The table below is list of the plans that may be required – depending on the nature, size, impact and risk associated with any event, the applicant may be required to additional requirements/plans, or a few of the plans listed. The Event Permit Office will advise the Applicant which plans are required.
4. In terms of the Events Bylaw, events are categorized and managed in terms of the following categories:

Event Size	No of Participants/Spectators
<b>Small</b>	50 – 2000
<b>Medium</b>	2001 – 5000
<b>Large</b>	5001 – 10 000
<b>Very Large</b>	10 001 + above

### MATRIX OF EVENT PLANS/APPROVALS REQUIRED:

Event Type	Event Size	No of Participants/Spectators	Emergency Plan			Layout Plan	Transport Management Plan (Roads Closures, etc.)	Traffic Management Plan (Traffic Services)	Waste Management Plan	Environmental Health Plan			Temporary Structures & Fire Safety				Communications Plan	Environmental Protection Plan	SAPS Event Safety Grading Certificate	Appointment of Safety Officer	
			Medical Plan	Security Plan	Evacuation Plan					Ablutions	Vending Plan	Certificate of Acceptability	BDM - (Temp Structures)	Registered Person Appt	Population Certificate	LP Gas Plan					
<b>ALL Event Types</b>	<b>Small</b>	50 – 2000	✓	✓	W/A	W/A	W/A	W/A	✓	✓	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	tbc	tbc
	<b>Medium</b>	2001 – 5000	✓	✓	✓	✓	W/A	W/A	✓	✓	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	✓	✓
	<b>Large</b>	5001 – 10 000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A	W/A	✓	✓
	<b>Very large</b>	10 001 +	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	W/A	W/A	W/A	W/A	✓	W/A	W/A	✓	✓

**Legend:** ✓ = Mandatory Submission  
W/A = Mandatory Submission Where Applicable (e.g. if temporary structures are erected/fireworks are planned)  
tbc = May be required depending on the nature, size, impact and risk associated with an event

