



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

EVENTS PERMITTING

12 MAY 2015

Making progress possible. **Together.**

EVENTS PERMITTING

- City of Cape Town Events By-law, 2009
- Events Permit Office
- Events Permitting Process

CITY OF CAPE TOWN EVENTS BY-LAW, 2009

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- Published in Provincial Gazette 6630 22 May 2009, Approved by Council 30 March 2009
- **To provide for the management and regulation of events within the area of jurisdiction of the City of Cape Town; to provide for the enforcement of this By-law; and to provide for matters incidental thereto.**
- “event” means -
 - (a) any sporting, recreational or entertainment event, including live acts;
 - (b) any educational, cultural or religious event;
 - (c) any business event including marketing, public relations and promotional, or exhibition events; or
 - (d) 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,

CITY OF CAPE TOWN EVENTS BY-LAW, 2009

- By-Law does not apply to –
 - (a) events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used; and
 - (b) small events such as family and community events held on private property or purpose built venues, subject to any other legislation.
- Purpose-built venues are excluded from By-law in respect of events normally held in such venue, provided that -
 - (a) this exclusion does not apply to events or parts of events held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue;

SCHEDULE OF EVENTS APPLICATION TIMEFRAMES

Size	Crowd size/no of participants	Minimum time for submission of an application before the date of an event	Minimum time for the city to respond to an application for staging an event	Appeals to be lodged by applicant with city within: <i>(of written notice from the city indicating failure to resolve conflict)</i>	Appeal to be decided by city within: <i>(of receipt of written notice of appeal)</i> *
Small	50 to 2000	15 working days (3 weeks)	10 working days (2 weeks)	24 hours of receipt	24 hours
Medium	2001 – 5000	20 working days (4 weeks)	15 working days (3 weeks)	48 hours of receipt	Within 48 hours
Large	5001 – 10 000	25 working days (5 weeks)	20 working days (4 weeks)	48 hours of receipt	Within 3 working days
Very Large	10 001 – above	60 working days 3 months (minimum, 6 months ideal)	40 working days (2 months)	48 hours of receipt	Within 5 working days



Appeals sub-delegated to the ED: Compliance & Auxiliary Services;

EVENTS PERMIT OFFICE



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EVENTS PERMIT OFFICE – What Do We Do?

- Facilitate and co-ordinates event applications & events related processes.
- City Events Policy and By-law - provides guidance)
 - also SSRE Act, National legislation, Regulations, etc.
- Offer advice and assistance with hosting of events – safety & other aspects
- Conduct follow up meetings, presentations, site visits.
- Issue permits with conditions, based on approvals & inputs from City Service Depts

(Note: - Current delegations are line-based & via Events Operational Procedures for Events Office.

- Monitor and review events

- Maintain an Events Calendar (of applications)
- Ensure events occur in safe and orderly manner
- NB: Each application considered on own merit.

Do not sponsor/fund events or book venues;



EVENTS PERMIT OFFICE

Comprises:

Head: Film & Events Permitting

- ✓ 2 x Snr Events Permit Officers
- ✓ 3 x Events Permit Officers
- ✓ 1 x Admin Clerk
- ✓ Seasonal staff (Oct- April x 3)

		Event Permits Issued	
		Financial Year	2014 -15
		Month	Permits
Q1	July		41
	August		67
	September		159
	Q1		267
Q2	October		159
	November		130
	December		211
	Q2		500
Q3	January		75
	February		159
	March		220
	Q3		454
Q4	April		128
	May		87
	June		69
	Q4		128
Totals			1221
			1158

EVENT PERMITTING PROCESS

EVENT PERMITTING PROCESS



Applying for an Event Permit

- Application forms and information on City of Cape Town website:
<http://www.capetown.gov.za/en/ehd/Pages/Eventspermits.aspx>

What Do We Need - cont?

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
Small	50 – 2000
Medium	2001 – 5000
Large	5001 – 10 000
Very Large	10 001 + above

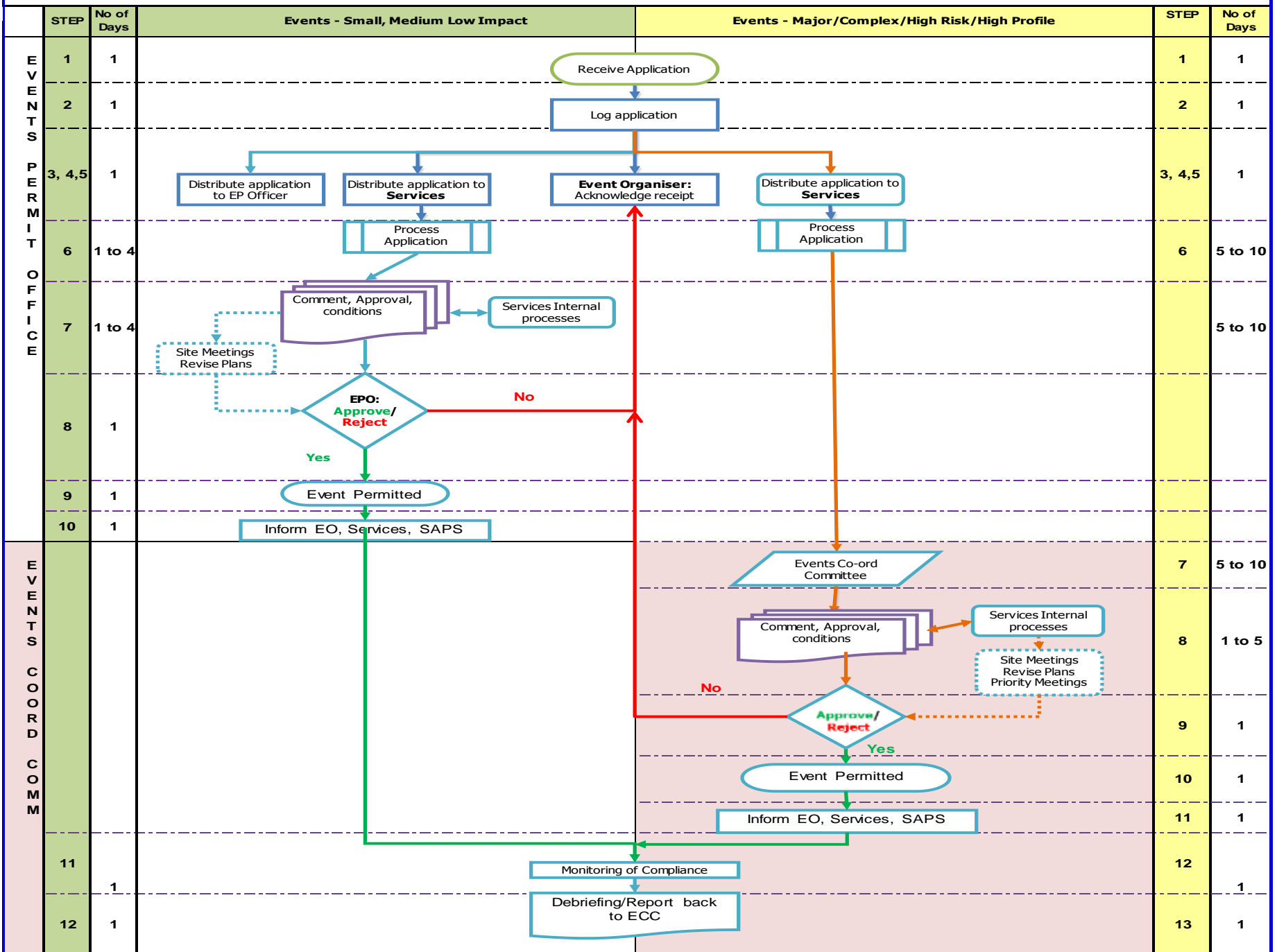
NB: The Events Permit Office may, in the interests of public safety, issue directives in respect of specific or special application processes/ requirements for a specific or special event.

MATRIX OF EVENT PLANS/APPROVALS REQUIRED:

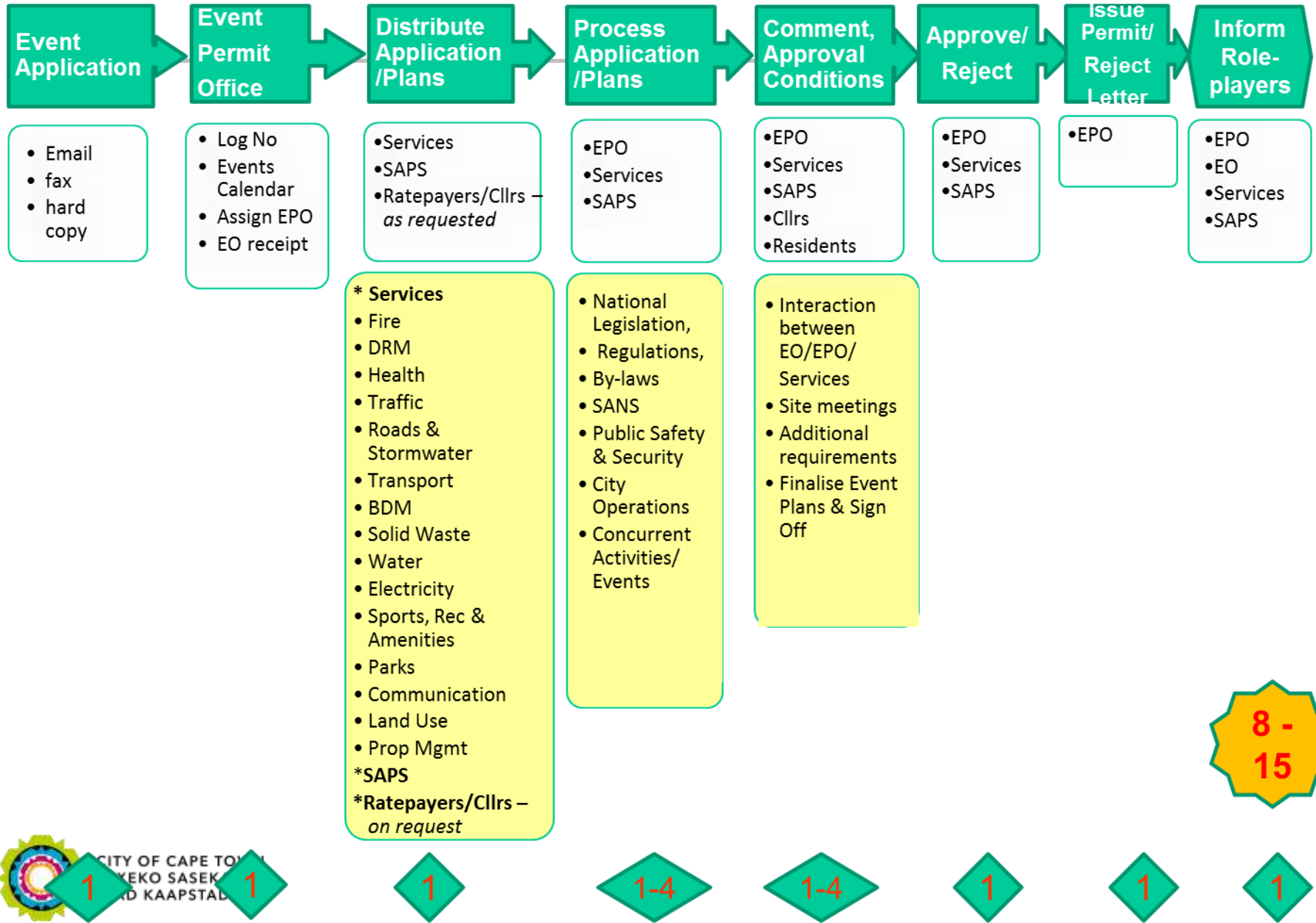
Event Type	Event Size		Emergency Plan			Layout Plan	Transport Management Plan (Roads Closures, etc.)	Traffic Management Plan (Traffic Services)	Waste Management Plan	Environmental Health Plan			Temporary Structures & Fire Safety				Communications Plan	Environmental Protection Plan	SAPS Event Safety Grading 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				
ALL Event Types	Small	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	tbc	tbc
	Medium	2001 – 5000	√	√	√	√	W/A	W/A	√	√	W/A	W/A	W/A	W/A	W/A	W/A	W/A	W/A	√	√
	Large	5001 – 10 000	√	√	√	√	√	√	√	√	√	√	W/A	W/A	W/A	W/A	√	W/A	√	√
	Very large	10 001 +	√	√	√	√	√	√	√	√	√	√	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

Business Process - Events Permitting

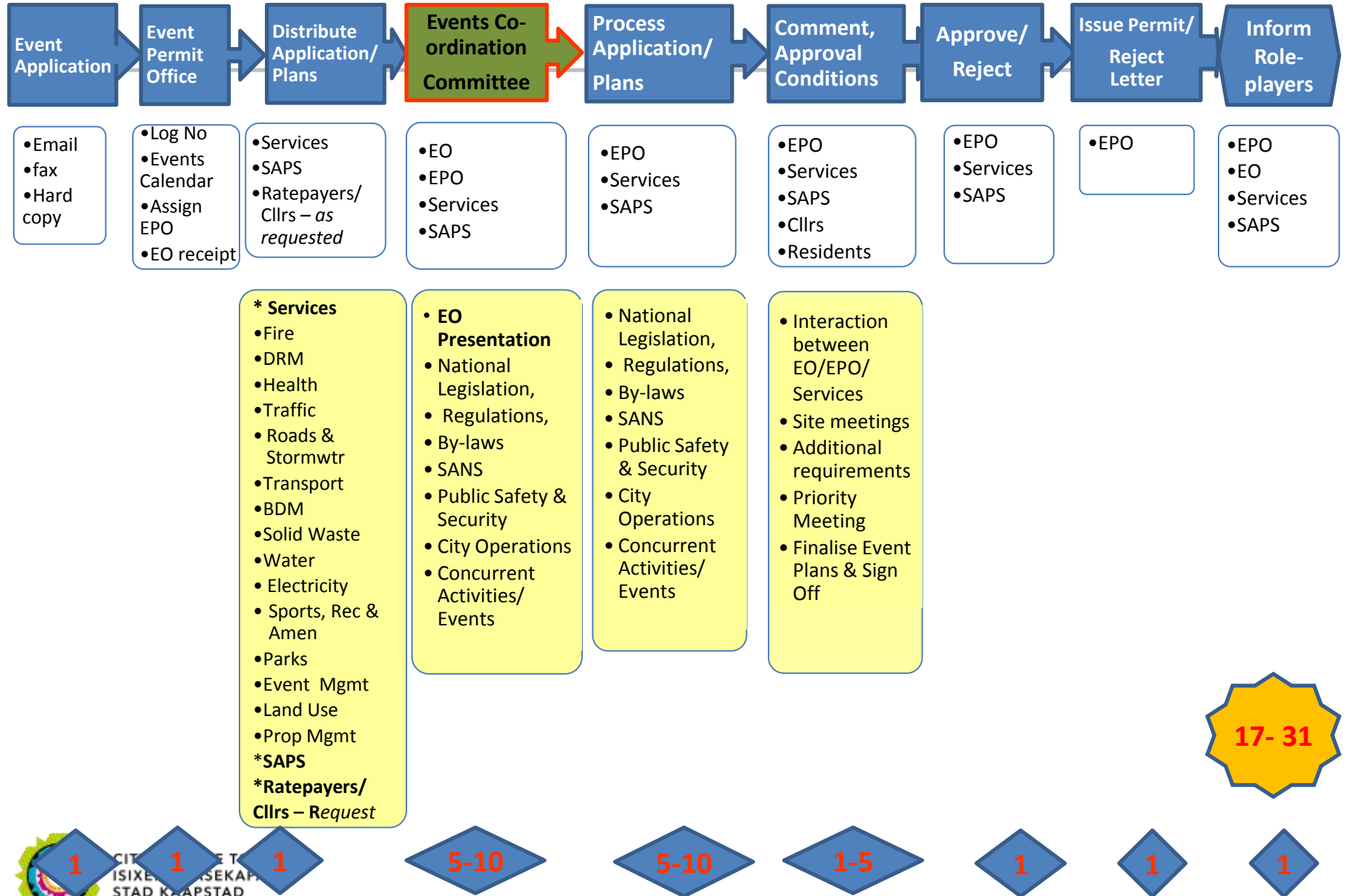


Event Process – Small, Medium , Low Impact Events



8 - 15

Event Process –Major, Complex, High Impact/Risk, High Profile Events



17-31

The Event Coordination Committee - Core Services



Challenges

Industry:

- ❖ **Late applications**
- ❖ **Incomplete applications/plans**
- ❖ **Services' mandate – not regarded/appreciated by Industry**
- ❖ **Services' expertise – not utilised/appreciated**
- ❖ **Late submission of plans = late/no approval**
- ❖ **Event safety compromised by budgetary constraints**
- ❖ **Non/under-delivery in terms of event plans**
- ❖ **Unapproved additions/changes to event plans**

Challenges

City:

- ❖ **Efficient/Effective Distribution of Applications**
- ❖ **Services – often no events specific procedures/staff**
- ❖ **Under-delivery in terms of services to events - events often perceived as non-core business**
- ❖ **Services timelines for submission/approvals often not in sync with Events Bylaw**
- ❖ **Silo operations**



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Thank You

Making progress possible. Together.