



**SAFETY AT SPORTS AND RECREATIONAL EVENTS BY-**  
**LAW**

# **SAFETY MANAGEMENT AT SPORTS AND RECREATIONAL EVENTS BY-LAW**

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# POLOKWANE LOCAL MUNICIPALITY

## **SAFETY MANAGEMENT AT SPORTS AND RECREATIONAL EVENTS BY-LAW**

### **Objective**

To provide for the management and regulation of sport and recreational events within the area of jurisdiction of the City of Polokwane, by establishing processes, principles, and certification in relation thereto and effect the implementation of the Safety at Sports and Recreational Events Act 2010 (Act 2 of 2010) (SASREA); and to provide for matters incidental thereto.

### **PREAMBLE**

**WHEREAS** the City of Polokwane recognizes the hosting of events and acknowledges that events have an important role in modern cities to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth;

**WHEREAS** the City of Polokwane aims to regulate holding of events in a manner that ensures proper management thereof;

**WHEREAS** the City of Polokwane wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the effect of events in the City;

**AND WHEREAS** the City recognises, in terms of the Safety at Sports and Recreational Events Act 2010 (Act 2 of 2010), that the physical well-being, safety and rights of all persons attending sports, recreational, religious, cultural, exhibitional, organisational or similar events as well as the safety of their property at stadiums or other venues and in the case of a race, tour or procession along a route must be promoted and protected and wants to ensure that events happen safely and securely in a coordinated manner within the City of Polokwane;

**AND NOW THEREFORE, BE IT ENACTED** by the City of Polokwane as follows:-

## Chapter 1

### 1. Definitions

In this By-law, unless the context otherwise indicates-

“**authorized official**” means an official of the City authorized to implement or enforce the provisions of any this By-law and any other law;

“**City**” means Polokwane Local Municipality established in terms of section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), by Provincial Notice No. 307 dated 1 October 2000;

“**City Manager or Municipal Manager**” means the person appointed as Municipal manger in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

“**Council**” means the council of the Polokwane Local Municipality or any political structure, political office bearer, councillor or any staff member acting under council’s delegated or sub-delegated authority;

“**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, or filming staged in terms of the By-law relating thereto;

**“event organiser”** means a person who submits an application to hold an event in terms of this By-law whether he or she submits the application for himself or herself or on behalf of another person, body or organization;

**“Event Permit Officer”** (Safety Officer) means the Director of the Polokwane Local Municipality Community Services Directorate or any other official delegated by him or her;

**“Events Policy”** means this By-Law;

**“Event Safety and Security Planning Committee** formerly known as **Joint Operations Committee (JOC)”** as stipulated in terms of Section 15 (3) of the Act.

**“Municipal Manager or City Manager”** means the person appointed as Municipal manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

**“Municipality”** means Polokwane Local Municipality established in terms of section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), by Provincial Notice No. 307 dated 1 October 2000;

**“Peace Officer”** includes members of the Security Services, Fire Services, Traffic Services Division of the City and South African Police Services

**“permit”** means a permit issued for the holding of an event in terms of section 5(3);

**“public place”** means:-

- (a) Any public land, square, public swimming bath, public resort, ,public recreation site, public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam or river;
- (b) Any public building, structure, hall, room or office including any part thereof and any facility or apparatus therein, which is the property of, or possessed, controlled or leased by the City and to which the general public has access, whether on payment of admission fees or not;
- (c) Any nature conservation area including-
  - (i) Nature reserves;
  - (ii) Protected natural areas;
  - (iii) Nature conservation worthy areas;
  - (iv) Natural open spaces;

**“purpose-built venue”** means a venue correctly zoned, built and suitable for the holding of specific events;

**"safety certificate"** means a certificate referred to in section 7 regarding the safety of a stadium or venue for holding an event or determining the safe

spectator capacity of a stadium or venue and the level of risk of the event that may be hosted at a stadium or venue or issued in respect of a high-risk event;

**“safety and security plan”** means the safety and security plan referred to in section 16(1)(b) providing for the coordination of the functions of the role-players involved in the provision of safety and security at an event;

**“Safety at Sports and Event Management Committee”** means municipal internal committee responsible to scrutinise applications ensure that Strategic Business Units have the opportunity to ensure that event organiser has follow procedures and taken the minimum precautions for safety and security at event.

The following Strategic Business Units are critical for the achievement of such purpose; namely

- Disaster Management and Fire Services,
- Municipal Security Services
- Traffic Services
- Legal Services
- Environmental Health Services
- Communications
- Occupational Health and Safety
- Facility Management
- Facility Commercialisation
- Sports and Recreation
- LED and
- Waste Management

**“safety officer”** means a person appointed in terms of section 4(4)(a) to assist with the planning and oversight of safety and security measures at an event;

**"security officer"** means a security officer as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);

**"security service"** means a security service as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), rendered at an event;

**"spectator"** means a member of the public who is an attendee or part of an audience at an event held at a stadium, venue or along a route or within their respective precincts;

**“stakeholder”** includes any person, organization or body who is affected or has a role to play in the management or holding of an event;

**"steward"** means a person appointed in terms of section 4(4)(b), and exempted in terms of section 20(5) of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), to be responsible for the marshalling and overseeing of the safe and general flow of spectators, the provision of event information, including safety and security information to spectators, the provision of ushering services and the provision of assistance with emergency evacuation procedures to persons within a stadium or venue and their precincts;

**“this By-law”** includes the Schedules hereto;



**“venue”** means any open space, enclosed or semi-enclosed temporary structure or permanent structure zoned in terms of the applicable legislation-

- (a) Within which a temporary or permanent structure may be erected, where an event is to be hosted; and
- (b) Which, for the purposes of any categorization, designation and certification of an event may consist of-
  - (i) seating for spectators, attendees or an audience; or
  - (ii) A field of play or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event;

**“venue owner”** means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events.

**“VOC”** means venue operation centre contemplated in terms of section 17 of the Act where the entire safety and security is operated in respect of an event at a stadium, venue or along a route is coordinated.

**"VOC commander"** means the authorised member of the South African Police Service who is in charge of the VOC or police official designated in terms of section 17 to be in charge of the VOC;

## **2. Application of this By-law**

- (1) This By-law applies to any event held within the area of jurisdiction of the City, including events held on both private land and public places, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on the resources of the City and the surrounding community.
- (2) This By-law does not apply to-
  - (a) Events of fewer than fifty (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.
  - (c) Gatherings regulated under the Regulation of Gatherings Act 1993 (Act 205 of 1993).
- (3) Notwithstanding subsection (2), the Events Permit Officer or Safety Officer may-
  - (a) When the Events Permit Officer or Safety Officer finds that this By-law is, or likely to be, contravened by an event organizer;
  - (b) When a stakeholder affected by the impact and risk attached to an event files a complaint with the Event Permit Officer or Safety Officer,  
  
Issue a compliance notice to the event organizer in terms of section 8 and act in terms of this By-law.
- (4) Purpose-built venues are not excluded from this By-law.
- (5) Owners or managers of purpose-built venues must submit an application to the events permit office for approval of their events programmes which shall be valid for one year.
- (6) The Events Permit Officer or Safety Officer may, from time to time, issue directives regarding specific or special application processes for any specific

or special event which may vary in respect of the criteria referred to in section 6.

- (7) In the event of a conflict between this By-law and any other by-law or policy of the City this By-law shall prevail regarding the management and holding of events.

## **Chapter 2**

### **3. Submission of applications for approval to host events**

- (1) **An application to hold or stage an event must be made by the event organiser and submitted-**
  - (a) by a person who is at least 21 years old in terms of section 4(8)(a)(b) of the Act;
  - (b) in a form as prescribed by the Events Permit Officer or Safety Officer;
  - (c) within the prescribed time frame;
  - (d) by a person or on behalf of a person who possesses the necessary capacity and resources,

As set out in the Schedule 1, to the events permit office.

- (2) The application must include all information required as indicated in the prescribed form and any additional information as may be requested by the City.
- (3) In the event of failure to submit the information referred to in subsection (2) an application will not be considered in terms of this By-law and the Events Policy.

### **4. Requirements and conditions**

- (1) No person may hold or stage any event without obtaining a permit referred to in section 5(3).
- (2) An application for an event must comply with the provisions of this By-law and contain such information as indicated in the prescribed application form as set out in Schedule 2.

The event organiser must attend and present to internal Event Management Committee about the intended event chaired by Event Permit Officer or Safety Officer.

- (3) The event organiser may not advertise the planned event before an application is submitted to the City and the Event Permit Officer or Safety Officer has informed the event organiser that the application has been approved in terms of section 5(1).
- (4) The Events Permit Officer must, in terms of the Events Policy depending on the nature of the event, ensure that consultation with relevant stakeholders identified by the City is undertaken by the event organizer.
- (5) The Council must, as part of its budgeting process in terms of the Local government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determine tariffs and deposit payable for events.
- (6) The City shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-law, be held liable for any-
  - (a) damage to or loss of an property of the event organiser; or
  - (b) costs incurred by an event organiser or any third party.
- (7) The event organiser, or the venue owner in the case of a small event referred to in section 2(2)(b), shall be liable for the cost of any service provided by the City for or in respect of an event.

## **5. Decisions on events**

- (1) Safety at Sports and Events Committee must receive and recommend the application for approval by the Municipal Manager before submission to Safety and Security Planning Committee for quality assurance and compliance.

- (2) The Events Permit Officer or Safety Officer in co-operation with the ( Event Safety and Security Planning) Joint Operations Committee (JOC) must approve or decline and plan an event in terms of this By-law and in accordance with section 6(1)(3)(25), within a time period applicable to an event as set out in Schedule 1.
- (3) Once a decision has been taken in terms of subsection (1) the applicant must be informed thereof in writing.
- (4) Where an application for an event has been approved, the Events Permit Officer must issue a permit with conditions.
- (5) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing.
- (6) The event organizer must make sure that the permit is available at the venue for inspection at all stages and at all times of the event.
- (7) The Event Permit Officer or Safety Officer shall upon thorough scrutiny by the Safety at Sports and Event Management Committee, taking into account compliance requirements, coordinate the Lease Agreement form and submit it to the Municipal Manager for approval upon signature by the applicant.

**6. Criteria**

- (1) The Events Permit Officer or Safety Officer in co-operation with the JOC must ensure that applications for staging an event are considered in accordance with the following criteria where applicable:
  - (a) the type and size of an event;
  - (b) impact of the event in terms of the strategic fit to the Events Policy;
  - (c) impact in the event in respect of noise and amplified sound, traffic and logistical aspects, as well as marketing, economic, social and environmental objectives;

- (d) the proposed use of the land complies with the applicable zoning scheme and any conditions applicable thereunder;
- (e) the safety and security risk management of the event in respect of the event plan, logistics, location, site design and other activities taking place near or at the event venue and other threats to the event;
- (f) return on investment of the event, in cases where the event is sponsored fully or partly by the City; and
- (g) the event complies with all applicable legislation.

## **7. Hosting an event**

- (1) An Event organiser shall apply to the National Commissioner of the South African Police Services to host an event, at least 90 days before the event date. This is to enable the National Commissioner to make a risk categorisation in accordance with section 6 of the Act.
- (2) Event organisers whose applications have been approved in terms of this By-law are responsible for the event and must ensure that-
  - (a) the event is held in compliance with the provisions of this By-law and does not contravene any other law;
  - (b) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities during such event;
  - (c) any compliance notice issued by the Events Permit Officer or Safety Officer in terms of section 8 is complied with.

**8. Compliance Notice**

- (1) When the Events Permit Officer or Safety Officer finds that a provision of this By-law is contravened by an event organizer or that a condition has arisen that has the potential to lead to a contravention of this By-law or any other law, her or she-
  - (a) may issue a compliance notice to the event organizer; or
  - (b) may, on receipt of information from an authorized official relating to the contravention of this By-law or any other law in respect of the holding or staging of an event, issue a compliance notice to the event organiser.
- (2) A notice issued in terms of subsection (1) must state-
  - (a) the provision of the By-law that is being contravened or will be contravened if the condition is allowed to continue;
  - (b) the measures that must be taken to rectify the condition; and
  - (c) the time period in which the notice must be complied with.
- (3) If a person on whom notice was served in terms of subsection (1), fails to comply with the requirements of the notice, the Event Permit Officer or Safety Officer, or an authorized official may, for the purpose of this By-law, take such steps as may be necessary to rectify the condition at the cost of the event organizer.
- (4) A person who fails to comply with a compliance notice issued in terms of subsection (1) commits an offence.
- (5) The City shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events-
  - (a) keep a record of non-compliance and consider any appropriate action as may be required; and



- (b) require an increased deposit from the person for future events to be held or staged by such person.

**9. Inspections and right of access**

- (1) The Events Permit Officer or Safety Officer, an authorized official or a Law Enforcement Officer may conduct inspections of a venue after the submission of an application, during or after the staging or holding of an event to determine compliance with this By-law.
- (2) The Events Permit Officer or Safety Officer has a right of access to or over any venue for the purposes of-
  - (a) doing anything authorised or required to be done by the City under this By-law;
  - (b) ascertaining whether there is or has been a contravention of the provisions of this By-law; and
  - (c) enforcing compliance with the provisions of this By-law.
- (3) An events Permit Officer or Safety Officer, an authorized official, or a Law Enforcement Officer may, by notice in writing served on the owner or occupier of any property, require such owner or occupier to provide, on the day and at the hour specified in such notice, access to such property to a person and for a purpose referred to in subsection (2).

**10. Suspension and revocation of permit**

- (1) The Event Permit Officer or Safety Officer may, where the event organizer fails to comply with a compliance notice issued in terms of section 8, by notice in writing to the event organiser and the Safety and Security Planning Committee Commander or VOC Commander-

- (a) suspend the permit immediately until the event organiser has complied with the compliance notice;
  - (b) revoke the permit and take such steps as may be necessary in terms of this By-law, and the event organiser shall be liable for any costs incurred thereby; or
  - (c) on receipt of information from a Safety Officer or an authorized official relating to failure to comply with a compliance notice, suspend or revoke the permit of an event organizer.
- (2) The City may, where the Event Permit Officer or Safety Officer has acted in terms of subsection (1), withhold the deposit paid by the event organizer for an event as security for the payment of such costs.

## **Chapter 3**

### **11. Agreements and Partnerships**

- (1) The City may enter into such agreements and partnerships with event organizers as may be necessary for the holding and management of events in terms of this By-law.
- (2) The City may, under an agreement or partnership contemplated in subsection (1), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the City.
- (3) The agreements and partnerships contemplated in subsection (1) must provide for service levels, which must be met by the parties in order to ensure compliance with this By-law and the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- (4) Notwithstanding the provisions of this By-law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an event organizer may be liable in the event of non-compliance therewith.

### **12. Delegations**

- (1) The Events Permit Officer or Safety Officer may delegate any of the powers conferred on him or her in this By-law to any other official of the City.
- (2) The Events Permit Officer or Safety Officer must, once an application for an event has been approved in terms of this By-law but before such approval is communicated to the event organizer, consult with the Chairperson of the relevant Portfolio Committee and the Ward Councillor, and such a consultation shall be deemed to be an approval in terms of the System of Delegation of Powers.

### **13. Right of Appeal**

- (1) Parties to a dispute arising from a conflict in terms of this By-law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection (2).
- (2) The event organizer may appeal against a decision where his or her application to hold an event has been declined.
- (3) An appeal may be lodged in writing with the Municipal Manager within a period as indicated in Schedule 1 in relation to the type of event concerned.
- (4) The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable time-frames set out in Schedule 1.
- (5) An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 1 in relation to the type of event concerned.
- (6) The Municipal Manager may delegate any official of the City to consider and decide on appeals referred to in subsection 2.

### **14. Indemnity**

- (1) The event organizer must provide-
  - (a) evidence to the satisfaction of the Municipal Manager, of appropriate indemnity cover; and
  - (b) where an activity which may put the public at risk will be involved, evidence to the satisfaction of the Events Permit Officer or Safety Officer and JOC of appropriate specialized risk insurance, blanket liability or work cover.

- (2) The City shall not be liable for any costs, including any damage or loss, incurred or suffered as a result of an event held without an approval in terms of this By-law.

**15. Offences and Penalties**

- (1) Failure to comply with any provision of this By-law constitutes an offence.
- (2) A person who commits an offence in terms of this By-law shall, on conviction, be liable for a fine or a term of imprisonment, or both such fine and such imprisonment.

**16. Short title**

This By-law is called **Polokwane Local Municipality Safety Management at Sports and Recreational Events By-law**.

## Schedule 1

### **SCHEDULE OF EVENTS APPLICATION TIME FRAMES**

Subject to applicable criteria, the following timeframes below will apply:

<b>SIZE</b>	<b>CROWD SIZE/NO OF PARTICIPANTS</b>	<b>MINIMUM TIME FOR SUBMISSION OF AN APPLICATION TO THE MUNICIPALITY BY THE EVENT ORGANISER BEFORE THE DATE OF AN EVENT [all required information relating to the application must be submitted in terms of section 3(2)]</b>	<b>MINIMUM TIME FOR THE CITY TO RESPOND TO AN APPLICATION FOR STAGING AN EVENT</b>	<b>APPEALS TO BE LODGED BY APPLICANT WITH MUNICIPALITY WITHIN</b>	<b>APPEALS TO BE DECIDED BY MUNICIPALITY WITHIN</b>
Small	50 to 2000	15 working days (3 weeks)	10 working days (2 weeks)	24 hours of receipt of written notice from municipality indicating failure to resolve conflict.	24 hours of receipt of written notice of appeal
Medium	2001-5000	30 working days (a month)	15 working days (3 weeks)	48 hours of receipt of written notice from the municipality indicating failure to resolve conflict.	Within 48 hours of receipt of written notice.
Large	5001-10 000	60 working days (2 months)	20 working days (4 weeks)	48 hours of receipt of written notice from the municipality indicating failure to resolve conflict.	Within 3 working days.
Very Large	10 001 – above	90 working days (3 months)	40 working days (2 months)	48 hours of receipt of written notice from the municipality indicating failure to resolve conflict.	Within 5 working days.

**NOTE:**

1. The timeframes do not include events applications where a land use planning approval is required, i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.
2. If a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. Any event which involves an application for temporary land use departure and where the departure has not been granted must follow the appeal process as outlined in the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985)

## Schedule 2

### EVENTS REQUIREMENTS LISTING

**Note: The Municipality may request information additional to that listed as determined by the type and detail of the event**

- a. Description of event: including type, date, venue, locality and number and profile of participants.
- b. Event Programme: full details and times, plus contact details for person responsible for each aspect of event.
- c. Layout of event: including stages, marquees, catering, venue operation centre etc.
- d. Zoning confirmation of the permitted land use or land use planning approval where necessary.
- e. Transport and Traffic Management Plans, which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilisation, emergency access routes. The format of the Transport and Traffic Management Plans will be as prescribed by the Municipality.
- f. Crowd Management Plan.
- g. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
- h. Event Communication Plan: including ticket selling strategy, accreditation.
- i. Community Participation Plan: including but not limited to contact with Councillor/s; Community/Residents Organisations/Associations and Business Associations.
- j. Environmental Management Plan: including a rehabilitation plan, financial guarantee, or any applicable environmental heritage permission.
- k. Integrated Waste Management Plan: including immediate precinct.



- l. Vendors/Caterers: list of details and use of liquid petroleum gas.
- m. Health requirements including: certificates of acceptability, vendor licences, ablution facilities or mobile toilets.
- n. Completed application forms for: amplified sound (including public participation) and erection of stages/marquees. (Proof of submission of an application for liquor licence/s, fireworks application, civil aviation application as per the specifics of the type of event.
- o. Polokwane Municipality's services requirements: including electricity, water, waste management plan (during and after the event), transport, roads and storm water.
- p. Indemnity forms and public liability insurance confirmation letter.
- q. Written approval from venue owner/ venue manager to the applicant authorising the event organiser to the use of the facility/venue to host the event.

***For detailed information on operational plan in this regard refer to Schedule 3.***

## SCHEDULE 3

### EVENT APPLICATION REQUIREMENTS

**NB: This information has to be compiled and submitted in the format of an Operational Plan**

#### 1. **DETAILS EVENT MANAGER/ORGANIZER:**

- Event Manager
- Identity No (Attach copy of ID)
- Residential Address (Attach proof of residence)
- Postal Address
- Cellular Phone
- Office phone (work)
- Fax
- Email address

#### **Contact Person during Event:**

Event Organizer:

Mobile

Alternative: Mobile

Radio at JOC/Security to be provided:

#### 2. **EVENT DETAILS**

**N.B.** ATTACH/PROVIDE PROOF OF THE EVENT CATEGORIZATION, LETTER OR REQUEST FROM NATIONAL COMMISSIONER AS WELL AS A SIGNED COPY OF THE LEASE AGREEMENT FROM VENUE MANAGER.

##### 2.1 **Event Venue, Time etc.**

- Name of event
- Nature / type of Event
- Address of Event /Venue
- Details of Venue
- Details of how your event will run, including details of all activities.

- Estimated Number of People expected to attend

#### **Details of time schedule of the event**

- Date and Time Event starts or is open to the public
- Date and Time Event Finishes

Ensure timeous availability of program of the Event. Provide full details and times, plus contact details for person responsible for each aspect of event.

## **2.2 Event Venue: Site/Graphic/Floor Plan**

**NB:** *Attach copy of Site or Floor Plan For the event indicating various areas to be used for Approval*

### **2.2.1 Potential Hazards (Threats) and Contingency Plan/Risk Assessment**

List the identified hazards including potential risks (things that can go wrong) E.g. rain, Electricity Failure at the selected site and the action to be taken to Minimize/ reduce and respond to the identified risk.

## **2.3 Traffic & Pedestrian Management**

### **2.3.1 Traffic Management Plan.**

Ensure Traffic control in place for the event

***(Guidance can be provided by City of Polokwane Traffic with the development of this plan.)***

The following parking bays are required for event:

- Emergency Vehicles
- Key Stakeholders/VOC/JOC
- Disabled Patrons
- General Parking
- VIP's
- Overspill/Overflow
- Vehicles
- Buses
- Taxis
- Motor Bikes

## **2.4 Road Closures (IF Any)**

**Indicate any roads to be closed for the event:**

- Street in which function is to be held
- Sections to be closed
- Streets to be closed
- Emergency Access Routes
- Emergency Vehicle Parking Areas
- Date and time of proposed closure and Opening

***(Proof of application to Traffic from the event Organizer, which includes names of affected residents who have been consulted)***

- Signed Letter of information/Concerned to residence for street closure;
- Traffic Management Plan including parking

## **2.5 Adjoining Properties**

Inform adjoining property occupants regarding the proposal of this event including noise, extra cars, road closures etc:

## **3. INSURANCE DETAILS**

**(A copy of your Certificate of Public Liability is required to be attached with this form.)**

- Insurance Company
- Address
- Phone
- Fax
- Email.
- Policy Number
- Expiry Date
- Public Liability Value and Asset Value

#### **4. INCIDENT MANAGEMENT PLAN**

##### **4.1 Joint Operation / Control Centre**

- Ensure the JOC/VOC is clearly marked / Identifiable **on Site Plan.**
- Ensure that First Aid/Ambulance parking is marked **on Site Map.**
- Ensure exit/Evacuation points are clearly marked **on Site Map**

**A.** Provide communication tools to be used on the day of the event with all event officials and the Public (Security/public//Staff)-Radio/Cell phones).

**B.** Indicate communication modes in the event of an incident e.g. portable handheld e.g. radios / mobile phones/Loudhailer

##### **4.2 VOC Contact Details (To be completed after Event approval by Event Planning Group)**

##### **4.3 Venue Operation Centre**

VOC must coordinate operations of the entire safety and security at the event.

***(Provide/Attach proof of Receipt of notice to the Local Hospital)***

##### **4.4 Fire Safety Inspection Report**

All Fire protection and prevention need to be in accordance with SANS 10400-2011 Part T, SANS 10366 and Act 02/of 2010 the following is requested;

##### **4.5 To submit Graphic Layout plans for the Event to show the:**

Location of stage, barriers, front of the house towers, entries and exit points, emergency escape routes and holding areas, positions of fire protection and prevention measures, the merchandising stalls, marquees, tents etc.

**4.6 Lost and Stolen Property / Lost Children**

Provide arrangements have been made for lost or stolen property and lost children.

**Lost Children**

**Lost AND Found Properties-LAFP: (Cell Phones, Cars, etc)**

*NB-Show location on site map.*

**4.7 List of Vendors and caterers**

Vendor list and Caterer compliance certificate (Health Act, Act 63 of 1977) *(please attach)*

- Use of LP Gas
- Vendor License
- Food integrity
- Certificate of Acceptability
- Tobacco Control

*(All Vendors should provide Trading Permit from the Municipality)*

**4.8 Liquor /Alcohol Control**

It should be noted that the usage and selling of and cannabis and/or other banned drug substance is strictly prohibited in terms of Section 3, 4 and 5 of the Drugs and Drug Trafficking Act, Act 140 of 1992; Application for a Temporary Liquor License must conform to the Liquor Act, Act 27 of 1989. All applications must be submitted to the local designated South African Police Office Services Office within the precinct of jurisdiction.

Provide details on selling of alcohol at the event.

**Indicate if cooler boxes be allowed into the Venue from the Public Members**

- Provide Liquor License been obtained
- Name of Seller
- License Expiry Date and Time

*(NB-Show location on site map).*

#### 4.9 **Toilets**

- Indicate ablution Facilities on Site
  - ✓ Males
  - ✓ Females
  - ✓ Disabled
- Indicate Mobile toilets to be supplied to the Site
  - ✓ Males
  - ✓ Females
  - ✓ Disabled
- Provide details for person responsible for the cleanliness of toilets.
- Contact details during the event:
- Name of the responsible person
- Mobile contact no.

**NB-Show location on site map.**

**Environmental Plan (Please attached a copy)**

#### 4.10 **Water**

- Indicate whether there is water on the venue for the event.
- Indicate extra/emergency water to be supplied to the public/patrons if need be.

#### 4.11 **Waste Management**

The Event Organiser must develop a waste management plan.

The removal of litter, rubbish and any form of debris during or at the conclusion of the event must be to the satisfaction of the City of Polokwane. The Event Organiser must submit receipt slip from landfill site (post event) to the Waste Management Office.

#### 4.12 **Noise**

The City of Polokwane will advise on decibels required in terms of its Noise Control By-Law.

Describe how you will monitor the sound and intervals and minimize noise levels. (decibels'etc).

## 5. EVENT SECURITY

### 5.1 Security & Crowd Control

*(Please provide appointment confirmation including Integrated Security Plan and attach a copy.)*

Ensure that private Security been contracted for the event:

- Company details
- Name of Company
- PSIRA Registration Details
- Security Manager
- Contact Details
- Phone/Mobile
- Number of Security Personnel for the Event (Ratio of 1:100, 1:75, 1:50).

**(List of Security personnel attached to the Application with individual member required qualifications/grade)**

### 5.2 Public Assembly Point

- Ensure that event Venue fenced and access/egress restricted
- Provide emergency strategies to the identified Assembly Point.

*NB-Show location on site map.*

### 5.3 Lighting and Power

- The Event organizer must ensure that the event complies with the Electrical Installation Regulations under the Occupational Health and Safety Act 1993 (GN R2920, 23 October 1992 amended to GN 962, 20 May 1994).
- Provide details of electricity on Site
- Describe emergency power and lighting systems (Voltage) to be provided.

***(It is recommended that an electrician be available for the event)***

- Name of Certified Electrician
- Contact Details during the event
- Location of Mains Power Control. **(Mark on site plan)**
- Location of Emergency power and Lighting location **(Mark on site plan)**

### 5.4 Temporary Structures



- Section 4 of the National Buildings Regulations Act, Act 103 of 1977 provides that it is an offence for anyone to erect any type of structure without the prior permission of the local authority.
- In terms of Section 4(2) of the National Buildings Regulations Act, Act 103 of 1977, a plan indicating the temporary structures (e.g. marquees, stages, temporary seating, etc.) to be erected and a venue floor plan/layout must be submitted for approval.

***The following requirements are necessary:***

1. Stages & Screens (**Provide Engineering Certificate**). (1x 9kg=100m<sup>2</sup>) Fire Extinguishers-required)
2. Sound Mixers. (**Provide Engineering Certificate**). (1 x 9kg=100m<sup>2</sup>) Fire Extinguishers-required)
3. Generator.(**Provide Engineering Certificate**). (1x 9kg=100m<sup>2</sup>) Fire Extinguishers-required)
4. Marquees Tents (**Provide Engineering Certificate**). (All tents should have Fire Extinguishers 1x9kg=100m<sup>2</sup>)
5. Tents (**Provide Compliance Certificate**). (All tents should have Fire Extinguishers-1x9kg=100m<sup>2</sup>)

**5.5 Fireworks and Pyrotechnics:**

**All** fireworks and pyrotechnics activities must be done in accordance with the Emergency Services and Fire Safety By-Law.

Details and permit must be obtained prior the event could proceed. The following information is necessary:

- Person Responsible for Fireworks:
- License Number:
- Contact Details during Event:
- Mobile:

**NB: Ensure restricted zones are marked on site plan**

**6. EVENT MARKETING & ADVERTISEMENTS**

Ensure that advertisement for placards and other notices on municipality properties is done in terms of Municipal By-Laws.

***(The promotion should be done after event approval of your application has been granted by the Council).***

**a. Ticketing**

Event Organiser must provide valid ticketing for the event and the event ticket must contain all relevant information for the event. The provision of section 19 of Safety At Sports and Recreational Act has reference to this effect.

**b. Accreditation**

**c. Signage**

Please ensure sufficient signage are installed on site, **as per**

**Site/Floor plan**

- Phones
- Parking
- Entrances
- Information/Communication
- JOC
- Exits
- Toilets
- Lost and Found
- Public Transport pick up/set down
- Ambulance

**7. AIRSHOWS & USE OF AIRCRAFT AT SHOWS**

In the event of aircraft operations (e.g. helicopter flights) such application to be submitted in terms of CAR 91.07.4 – Application for Non-Scheduled Helicopter flying operations.

**SCHEDULE 4**



EVENT NO:

\_\_\_\_\_

**APPLICATION FOR AN EVENT**

NAME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATE/S OF PROPOSED EVENT \_\_\_\_\_

EVENT RISK CATEGORISATION: LOW  MEDIUM  HIGH

START TIME OF EVENT (FOR EACH DAY): \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

NAME OF THE EVENT ORGANISER/PERSON MAKING APPLICATION

\_\_\_\_\_

ID NO. \_\_\_\_\_

(PLEASE ATTACH CERTIFIED COPY)

COMPANY NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ TELL NO: \_\_\_\_\_

CELL NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TRAFFIC CONTROL REQUIRED? : YES  NO   
IF YES PLEASE PROVIDE  
DETAILS: \_\_\_\_\_

INDICATE ROAD(S): TO BE USED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME: \_\_\_\_\_

TEMPORARY STRUCTURES TO BE ERECTED:

MARQUEES: YES  NO

TENTS: YES  NO

IF YES PLEASE INDICATE QUANTITY AND DETAILS:  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC LIABILITY INFORMATION**  
(PLEASE ATTACHED INSURANCE INFORMATION)

NAME THE INSURANCE COMPANY: \_\_\_\_\_

VALUE OF THE INSURANCE COVER: \_\_\_\_\_

POLICY NO: \_\_\_\_\_

PUBLIC ADDRESS/ PA SYSTEM, ETC. TO BE USED: YES  NO

PLEASE PROVIDE DETAILS:  
\_\_\_\_\_  
\_\_\_\_\_

CATERING / FOOD STALLS:

INDICATE NUMBER OF STALLS: \_\_\_\_\_

INDICATE IF LIQUOR WILL SOLD: YES  NO

PLEASE PROVIDE LIQUOR LICENSE: \_\_\_\_\_

WASTE REMOVAL: YES  NO   
DETAILS:  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF THE SECURITY COMPANY: \_\_\_\_\_

TELL/ CELL NO: \_\_\_\_\_

COMPANY PSIRA REG NO: \_\_\_\_\_

LIST OF SECURITY PERSONNEL AND THEIR PSIRA NO: \_\_\_\_\_  
(PLEASE ATTACHED THE INFORMATION)

NAME OF INSURANCE COMPANY: \_\_\_\_\_

NAME OF THE SECURITY MANAGER: \_\_\_\_\_

CELL NO: \_\_\_\_\_

ANY OTHER SPECIAL REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

***PLEASE NOTE:***

This is an application and not approval for your planned event. Please ensure that you go through it and fill in the event guidelines form provided in order to give additional information required for hosting successful event. Event can only proceed once an approval and a permit is formally issued.

**SCHEDULE 5**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir/ Madam

**RE: NON COMPLIANCE WITH SAFETY AT SPORT AND RECREATIONAL EVENTS BY-LAW**

Our records indicate that your company/organization has applied for staging an event in the City of Polokwane in terms of application procedures set out in the Municipal Safety at Sport & Recreational Events By-Law.

This letter serves to inform you that the proposed event is in contravention with the Safety at Sport & Recreational Events Act 2/2010 and Municipal By-Law. It specifically does not comply with Section 6 (1)(3) and Section 25 of the Act.

Please be advised that you are required to, within 10 (ten) days from date hereof, correct your application and planning of the proposed event so as to ensure that the event meets the legislative requirements as indicated, failing which a Record of Non Compliance with the relevant legislation shall be filed against your company/organization in the Event Permit Office, resulting in your application being declined.

Should you be aggrieved by the Record of Non Compliance filed against your company on the basis of it being biased or erroneous in your opinion and that your event is in accordance with the law, you are required to file a written complaint to this effect with the Office of the Municipal Manager, 7<sup>th</sup> Floor, Civic Centre, Polokwane.

Yours sincerely

\_\_\_\_\_  
**Safety Officer: City of Polokwane (#518920)**

## Schedule 6

### SCHEDULE OF FINES

(Notwithstanding any other fines which may be imposed in terms of any other law, these fines may be imposed for contraventions of the Events Management By-law and may be additional to such fines.)

SECTION	OFFENCE	FINE	FINES FOR REPEAT OFFENDERS [SECTION 8(5)]
4(1)	Holding an event without a permit.	R1 000 – Small event R5 000 – Medium event R10 000 – Large event (*J175 Procedure) R15 000 – Very Large event (J175 Procedure)	*J175 Procedure in each of the following: R10 000 - Small event R50 000 – Medium event R100 000 – Large & Very Large event
7(a)	Holding an event in contravention of the Events Management By-law	R1 000 – Small event R5 000 – Medium event R10 000 – Large event (J175 Procedure) R15 000 – Very Large event (J175 Procedure)	J175 Procedure in each of the following: R10 000 - Small event R50 000 – Medium event R100 000 – Large event & Very Large event
7(b)	Failure to ensure that the conduct of persons attending an event and the activities undertaken or carried out do not disturb the neighbouring community & residents.	R1 000 – Small event R5 000 – Medium event R10 000 – Large event (J175 Procedure) R15 000 – Very Large event (J175 Procedure)	J175 Procedure in each of the following: R20 000 - Small event R80 000 – Medium event R100 000 – Large event & Very Large event
7(c)	Failure to ensure that a compliance notice issued by the Events Permit Officer is complied with.	R1 000 – Small event R5 000 – Medium event R10 000 – Large event (J175 Procedure) R15 000 – Very Large event (J175 Procedure)	J175 Procedure in each of the following: R20 000 - Small event R50 000 – Medium event R100 000 – Large event & Very Large event
8(1)	Failure to comply with a compliance notice issued by the Events Permit Officer or Law Enforcement Officer.	R1 000 – Small event R5 000 – Medium event R10 000 – Large event (J175 Procedure) R15 000 – Very Large event (J175 Procedure)	J175 Procedure in each of the following: R20 000 - Small event R50 000 – Medium event R100 000 – Large event & Very Large event

\*J175 Procedure requires SAPS intervention where a docket is opened at the SAPS, and offender required to appear in court. Fines exceeding R9000, 00 has to be handled via this procedure and can no longer be treated as spot-fines.