**CHECKLIST FOR EVENTS APPLICATIONS IN STELLENBOSCH**

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

**VENUE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE OF EVENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | | | | **√** | | | **INSPECTIONS** | | |
| 1. Events application to host event in Stellenbosch | | | | YES | NO | | YES | NO |
| 2. Risk assessment template | | | | YES | NO | | YES | NO |
| 3. Section 6(3) application | | | | YES | NO | | YES | NO |
| 4. Events plan | | | | YES | NO | | YES | NO |
| The following to be checked: | | | | | | |  |  |
| * Security Plan | | | | YES | NO | | YES | NO |
| * Sira certificate | | | | YES | NO | | YES | NO |
| * Medical Plan | | | | YES | NO | | YES | NO |
| * Parking /Traffic Plan | | | | YES | NO | | YES | NO |
| * Evacuation Plan | | | | YES | NO | | YES | NO |
| * Population Certificate | | | | YES | NO | | YES | NO |
| * Population Certificate Application | | | | YES | NO | | YES | NO |
| * Ticket Sales | | | Amount | YES | YES | | YES | NO |
| Complimentary -tickets | | |  | YES | NO | | YES | NO |
| Computicket | | |  | YES | NO | | YES | NO |
| * Public Liability Insurance | | | | YES | NO | | YES | NO |
| * Route map (if applicable) | | | | YES | NO | | YES | NO |
| 5. Environmental Health: Application for a Certificate of Acceptability | | | | YES | NO | | YES | NO |
| 6. Waste Management Plan | | | | YES | NO | | YES | NO |
| 7. Noise exemption application needed? | | | | YES | NO | | YES | NO |
| If yes : | | | | | | |  |  |
| * Noise exemption application submitted | | | | YES | NO | | YES | NO |
| * Noise exemption approved | | | | YES | NO | | YES | NO |
| 8. Local jobs created: Number of jobs: |  |  | | YES | | NO | YES | NO |
| * If No, reason to be provided on separate page | | | |  | |  |  |  |
| 9. Temporary departure needed? | | | | YES | NO | | YES | NO |
| If yes : | | | | | | |  |  |
| * Approval obtained | | | | YES | NO | | YES | NO |
| 10. Review needed | | | | YES | NO | | YES | NO |

**FOR OFFICE USE ONLY - REMARKS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Surname |  | **Approve** | **Reject** | Date | Signature |
| 1. | SAPS |  |  |  |  |
| 2. | Stellenbosch Municipality |  |  |  |  |
| **Comments:** |  |  |  |  |  |
| **Receipt No:** |  |  |  | **Amount:** | **R** |

**FOR OFFICE USE ONLY - SAFETY INSPECTIONS COMPLIANCE APPROVAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Surname |  | **Approve** | **Reject** | Date | Signature |
| 1. | Fire prevention officer |  |  |  |  |
| 2. | Event’s organizer / Safety officer |  |  |  |  |
| **Comments:** |  |  |  |  |  |