**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:** |  |  |  |  |  |