

## STELLENBOSCH MUNICIPALITY

## EVENTS BY-LAW

To provide for the management and regulation of events within the jurisdiction of the Stellenbosch municipality: to provide for the enforcement of this By-law; and to provide for matter incidental thereto.

## PREAMBLE

Whereas the Stellenbosch Municipality recognises that the hosting of events is a significant part of its competitiveness strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.

Whereas the Stellenbosch municipality aims to regulate holding of events in a manner that ensures proper management thereof;

Whereas the Stellenbosch municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the effects of events in the Municipality;

And WHEREAS the Municipality wants to ensure that events happen safely and securely in a coordinated manner in the Stellenbosch jurisdiction Stellenbosch Municipality, by virtue of the powers vested in it by section 156 (2) of the **Constitution of the Republic of South Africa** as amended, read with section 13 of the **Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)**, has made the By-law set out below.

In this by-law, words used in the masculine gender include the feminine;

All singular meanings shall include the plural interpretation and vice versa;

The English text shall prevail in the event of an inconsistency between the different texts, and unless the context otherwise indicates.

## EVENTS BY-LAW

## CHAPTER 1

## DEFINITIONS AND APPLICATION

## Definitions

1. In this By-law, unless the context otherwise indicates—

“**authorised person**” means—

- (a) a designated person;
- (b) a member of the Service as defined in section 1 of the South African Police Service Act, 1995 (Act 68 of 1995);
- (c) a municipal police officer, traffic official, law enforcement officer or traffic warden appointed under any law; or
- (d) a person who has been declared a peace officer under section 334(1) of the Criminal Procedure Act, 1977 (Act 51 of 1977);

“**Local Authority**” means the Stellenbosch Municipality established in terms of section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), by Provincial Notice No. 479 dated 22 December 2000;

“**Municipal 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);

“**Council**” means the council of the Stellenbosch 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, entertainment, including live entertainment or event acts;
- (b) any educational, cultural or religious event;
- (c) any business event including marketing, public relations and promotional events, or exhibitions, 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,

“**event organizer**” 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**” means the head of Stellenbosch Municipality events permit office or any other official delegated by him or her;

“**venue**” means any enclosed or semi-enclosed temporary or permanent structure, whether a private dwelling or not—

- (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; or
- (iii) purpose-built venue correctly zoned, built and suitable for the holding of specific events;

“venue owner” means any person or legal entity who, 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;

“public place” means—

- (a) any public land, square, public swimming recreation site, zoological, botanical or other 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 apparatus therein, which is the property of, or possessed, controlled or leased by Stellenbosch Municipality and to which the general public has access, whether on payment of admission fees or not;
- (c) any nature conservation area including – nature reserves; protected natural areas; nature conservation worthy areas and natural open spaces;

“Safety officer” means a person appointed in terms of Regulation 6(1)(d) to assist with the oversight of the safety and security risk management of the event.

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

“this By-law” includes the Schedules hereto.

#### Application of this By-law

2. (1) This By-law applies to any event held within the area of jurisdiction of Stellenbosch, including 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 resources of the Municipality and the surrounding community.
- (2) This By-Law does not apply to events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used.
- (3) Notwithstanding subsection (2), the Local Authority may determine whether the impact and risk attached to an event would require the submission of an application in terms of section 3.
- (4) An Authorized person may issue a compliance notice for the immediate stoppage of non-permitted events and events that are non-compliant with permit conditions;
- (5) In the event of a conflict between this By-law and any other by-law or policy of the Local Authority this By-law shall prevail regarding the management and holding of events.

## CHAPTER 2

### Submission of applications

3. (1) A formal application to stage an event must be made by the event organiser and submitted—
  - (a) by a person who is at least 18 years old and above;
  - (b) in a prescribed form;
  - (c) within the prescribed times frames; and
  - (d) by a person or on behalf of a person who possesses the necessary capacity and resources;
 as set out in the Schedule 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 Stellenbosch Municipality.
- (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. (1) An application for an event must comply with the provisions of this By-law, contain such information as indicated in the prescribed application form as set out in Schedule and must include such information as may be requested by the Stellenbosch Municipality.
- (2) The Events Permit Officer must, in terms of the Events Policy depending on the nature of the event, ensure that consultation with relevant stakeholders is undertaken.
- (3) 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 payable for events.
- (4) Payment of an administration fee and or applicable tariffs determined by the Council may be required from the event organiser ahead of approval of an application for an event.

**Decisions on Events**

5. (1) The Events Permit Officer must in accordance with the Events Policy approve or decline an application for an event within a reasonable time in terms of this By-law.
- (2) Once a decision has been taken in terms of subsection (1) it must be communicated to the event organizer as soon as reasonably possible.
- (3) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing.

**Criteria**

6. (1) The Events Permit Officer must ensure that applications for staging an event are considered in accordance with the following criteria—
- (a) the type and size of an event;
  - (b) impact of the event in terms of the strategic fit to the Council's Events Policy;
  - (c) impact of the event in respect of media, economic, social, traffic, logistical and environmental objectives;
  - (d) the safety and security risk management of the event in respect of logistic site design and other threats of the event;
  - (e) return on investment of the event.
- (2) The criteria referred to in subsection (1) must be considered in respect of—
- (a) the review and assessment of events;
  - (b) the decision process for event applications;
  - (c) prioritisation of events;
  - (d) the type and level of support to be provided by the Municipality for events; and
  - (e) the menu of services to be provided by the Municipality to events.

**Agreements and partnerships**

7. (1) The Local Authority 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 Local Authority may provide support either logistically, financially or both to specific events which are aligned to strategic objectives of the Municipality.
- (3) The agreements and partnerships contemplated in subsections (1) and (2) must provide for service levels which must be met by the parties in order to ensure compliance.
- (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.

**Right of Appeal**

8. (1) Parties to a dispute arising from a conflict in term 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 the Annexure in relation to the type of event concerned.
- (4) The Municipal Manager may delegate any official of the Local Authority to consider and decide on appeals referred to in subsection (2).
- (5) An appeal lodged in terms of this section must be considered and decided within such time as indicated in the Annexure in relation to the type of event concerned.

**Offences and Penalties**

9. (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 is on conviction liable to a penalty or term of imprisonment or both to such penalty and such imprisonment.

**Short title**

10. (1) This By-Law is called Stellenbosch Municipality: Events By-law

**STELLENBOSCH MUNISIPALITEIT**  
**GELEENTHEIDS VERORDENING**

Om voorsiening te maak vir die bestuur en regulering van geleentede binne die jurisdiksie gebied van Stellenbosch Munisipaliteit; om voorsiening te maak vir toepassing van hierdie verordening en sake voortspruitend daaruit.

**AANHEF**

Waar Stellenbosch Munisipaliteit erken dat die hou van geleentede 'n besondere deel van sy mededingingheids strategie is en dat geleentede 'n belangrike rol vervul om kulturele en sosiale integrasie te bevorder in gemeenskappe sowel as die bevordering van dorps hernuwing en ekonomiese groei.

Waar Stellenbosch Munisipaliteit strew om die hou van geleentede te reguleer op 'n wyse wat behoorlike bestuur daarvan verseker; Waar Stellenbosch Munisipaliteit strew om die ko-ordinasie en samewerking tussen alle rolspelers te ondersteun, om vennootskappe en die effek van geleentede te bevorder in die Munisipaliteit: en waar die Munisipaliteit wil verseker dat geleentede veilig en ordelik in 'n ge-koördineerde wyse in Stellenbosch se jurisdiksie geskied.

Stellenbosch Munisipaliteit het uit hoofde van die gesag aan hom verleen deur **artikel 156 (2)** van die **Grondwet van die Republiek van Suid-Afrika**, soos gewysig, saamgelees met **artikel 13** van die **Wet op Plaaslike Regering: Munisipale Stelsels Wet, 2000 (Wet 32 van 2000)**, die volgende verordening aanvaar, soos aangedui hieronder.

In hierdie verordening sluit woorde wat die manlike geslag beteken ook die vroulike geslag in.

Alle interpretasies ten opsigte van enkelvoud, sal ook meervoud insluit, en omgekeerd.

Die Engelse teks van hierdie verordening sal voorrang geniet in die geval van 'n teenstrydigheid tussen die verskillende tekste, tensy dit anders lyk in die interpretasie.

**VERORDENING OP GELEENTHEDE**  
**HOOFSTUK 1—WOORDOMSKRYWING EN TOEPASSING**

**Woordomsrywings**

1. In hierdie verordening, tensy uit die samehang ander blyk beteken—

“**belanghebbende**” sluit enige persoon, organisasie of liggaam in wie geraak word of 'n rol te speel het in die bestuur of hou van 'n geleentheid; “**geleentheid**”—

- (a) enige sport-, ontspannings- of vermaakgeleentheid, wat lewende optredes insluit;
- (b) enige opvoedkundige, kulturele of godsdienstige geleentheid;
- (c) enige sakegeleentheid, wat bemerkings-, openbare-betrekkinge-, produkbevorderings- of tentoonstellingsgeleentede insluit; of
- (d) enige liefdadigheidsgeleentheid, wat enige konferensie-, organisasie- of gemeenskapsgeleentheid insluit, of enige soortgelyke aktiwiteit gehou by 'n stadion, plek of langs 'n roete.

“**geleentheidorganiseerder**” 'n persoon wat hetsy self of namens 'n ander persoon, liggaam of organisasie ingevolge hierdie verordening 'n aansoek indien om 'n geleentheid aan te bide;

“**geleentheidspermitbeampte**” die hoof van die Stellenbosch Munisipaliteit se geleentheidspermitkantoor, of enige ander amptenaar aan wie hy/sy bevoegdhede oorgedra word;

“**gemagtigde persoon**”—

- (a) 'n aangewese persoon;
- (b) 'n lid van die Diens soos omskryf in artikel 1 van die Wet op die Suid-Afrikaanse Polisie, 1995 (Wet 68 van 1995);
- (c) 'n munisipale polisiebeampte, verkeersbeampte, wetstoepassingsbeampte of verkeersopsigter aangestel kragtens enige wet; of
- (d) 'n persoon wat tot vredesbeampte verklaar is kragtens artikel 334(1) van die Strafproseswet, 1977 (Wet 51 van 1977);

“**hierdie verordening**” sluit die skedules daartoe in;

“**openbare plek**”—

- (a) enige opdenkbare grond; plein, openbare swembad; openbare oord; openbare ontspanningsterrein; diere-, plante of ander openbare tuin en enige park of staproete, wat enige gedeelte daarvan en enige gerief of apparaat daarin of –op insluit, asook enige openbare oop ruimte, openbare pad, padreserwe, reserwestraat, meer, dam of rivier;
- (b) enige openbare gebou, struktuur, saal, lokaal of kantoor, wat enige deel daarvan en enige gerief of apparaat daarin insluit, wat die eiendom is, in die besit is of onder die beheer is van of gehuur word deur Stellenbosch Munisipaliteit, en waartoe die algemene publiek toegang het, hetsy deur die betaling van toegangsgeld of nie;
- (c) enige natuurbewaringsgebied, wat insluit: (i) natuurreserve; (ii) bewaarder natuurgebiede; (iii) natuurbewaringswaardige gebiede; of (iv) oop natuurruimte

“**raad**” die raad van Stellenbosch Munisipaliteit, of enige politieke struktuur, politieke ampsdraer, raadslid of enige personeellid wat ingevolge die raad se gedelegeerde of subgedelegeerde bevoegdheid optree.

“**Plaaslike Owerheid**” beteken die Stellenbosch Munisipaliteit soos ingevolge artikel 12 van die Wet op Plaaslike regering: Munisipale Strukture, 1998 (nr. 117 van 1998) volgens PK nr. 479 van 22 Desember 2000 ingestel;

“**Munisipale Bestuurder**” die persoon aangestel as Muni-sipale Bestuurder ingevolge artikel 82 van die Wet op Plaaslike regering: Munisipale Strukture, 1998 (nr. 117 van 1998)

“**vergaderplek**” enige ingeslote of semi-ingeslote tydelike of permanente struktuur, hetsy 'n private perseel of nie: (a) waarin of –op 'n tydelike

of permanente struktuur vir die aanbied van 'n geleentheid opgerig kan word; en (b) wat vir die doeleinde van enige kategorie, soort en klas geleentheid kan bestaan uit—

- (a) sitplek vir toeskouers, gaste of 'n gehoor; of
- (b) 'n speelveld of permanente of tydelike podium of ander area in sodanige vergaderingplek wat vir 'n geleentheid bestem is; of
- (c) 'n doelgerigte vergaderplek wat korrek gesoneer is, gebou en geskik is vir die hou van spesifieke geleenthede.

**“Veiligheidsbeampte”** beteken 'n persoon aangestel in terme van Regulasie 6(1)(d) om te assisteer met die oorsig van die veiligheid en sekuriteitsbestuur van die geleentheid.

**“vergaderplek eienaar”** enige persoon of regsentiteit wat hetsy nou of in die toekoms, hetsy regstreeks of nie regstreeks, die bevoegdhede van 'n eienaar of okkuperder van 'n vergaderplek vir geleenthede het, huur, bekom of uitoefen.

#### **Toepassing van hierdie verordening**

2. (1) Hierdie verordening is van toepassing op enige geleentheid wat in die regsgebied van die Plaaslike Owerheid plaasvind, wat geleenthede op sowel privaat grond as openbare plekke insluit, met dien verstaande dat waar 'n geleentheid onderworpe aan enige ander toepaslike wetgewing op privaat grond gehou word, dit 'n impak op die hulpbronne van die Plaaslike Owerheid en die omringende gemeenskap het.
- (2) Hierdie verordening is nie van toepassing op geleenthede met minder as 50 mense, sonder versterkte klank of tydelike strukture nie.
- (3) Ondanks subartikel (2) hier bo, kan die Plaaslike Owerheid bepaal of die impak van en risiko verbonde aan 'n geleentheid die indiening van 'n aansoek ingevolge artikel 3 noodsaak.
- (3) 'n Gemagtigde persoon mag 'n nakomings- kennisgewing uitreik vir die onmiddellike stop van 'n nie-gemagtigde geleentheid of 'n geleentheid wat nie die permit voorwaardes nakom nie.
- (5) In geval hierdie verordening in stryd is met enige ander verordening of beleid van die Plaaslike Owerheid, sal hierdie verordening vir die bestuur en aanbied van geleenthede geld.

### **HOOFSTUK 2**

#### **Indiening van aansoeke**

3. (1) 'n Formele aansoek om 'n geleentheid aan te bied moet deur die geleentheidsorganiseerder voorberei word en by die geleentheidspermitkantoor ingedien word—
  - (a) deur 'n persoon van 18 jaar of ouer;
  - (b) op die voorgeskrewe vorm;
  - (c) binne die voorgeskrewe tydskale; en
  - (d) deur 'n persoon of namens 'n persoon met die nodige vermoë en hulpbronne,
 soos in bylae 1 uiteengesit.
- (2) Die aansoek moet alle vereiste inligting, soos op die voorgeskrewe vorm uiteengesit, sowel as enige bykomende inligting wat Stellenbosch Munisipaliteit kan aanvra, insluit.
- (3) In geval van versuim om die inligting waarna in subartikel hier bo verwys word in te dien, sal die aansoek nie ingevolge hierdie verordening en die geleentheidsbeleid in aanmerking geneem word nie.

#### **Indiening van aansoeke**

4. (1) 'n Aansoek om 'n geleentheid aan te bied moet aan die bepalinge van hierdie verordening voldoen, sodanige inligting soos op die voorgeskrewe vorm aangedui in die bylae 2 uiteengesit bevat, en sodanige bykomende inligting insluit wat Stellenbosch Munisipaliteit kan aanvra.
- (2) Na gelang van die aard van die geleentheid, moet die geleentheidspermitbeampte ingevolge die geleentheidsbeleid verseker dat tersaaklike belanghebbendes geraadpleeg word.
- (3) Die raad moet as deel van sy begrotingsproses ingevolge die Wet op Plaaslike regering: Munisipale Finansiële Bestuur, 2003 (nr. 56 van 2003) die tariewe vir geleenthede vasstel.
- (4) Die betaling van 'n administrasiefooi en of die relevante tariewe soos deur die raad vasgestel, kan reeds voor die goedkeuring van 'n geleentheids-aansoek van die geleentheidsorganiseerder vereis word.

#### **Besluite oor geleenthede**

5. (1) Die geleentheidspermitbeampte moet ooreenkomstig die geleentheidsbeleid 'n geleentheidsaansoek binne 'n redelike tyd ingevolge hierdie verordening goed- of afkeur.
- (2) Sodra 'n besluit ingevolge subartikel (1) hier bo geneem is, moet dit so gou redelik moontlik aan die geleentheidsorganiseerder oorgedra word.
- (3) Waar 'n aansoek om 'n geleentheid afgekeur word, moet skriftelike redes vir die besluit aan die aansoeker verstrek word.

#### **Maatstawwe**

6. (1) Die geleentheidspermitbeampte moet verseker dat aansoeke om 'n geleentheid aan te bied ooreenkomstig onderstaande maatstawwe beoordeel word—
  - (a) die geleentheidsoort en -grootte;
  - (b) die impak van die geleentheid met betrekking tot die strategiese versoenbaarheid daarvan emt die raad se geleentheidsbeleid;
  - (c) die impak van die geleentheid met betrekking tot media-ekonomiese, maatskaplike, verkeers-, logistieke en omgewingsdoelwitte;
  - (d) die veiligheidsrisikobestuur van die geleentheid met betrekking tot logistiek, terreinontwerp en ander bedreigings vir die geleentheid; en

- (e) die opbrengs op belegging van die geleentheid.
- (2) die maatstawwe waarna daar in subartikel (1) hier bo verwys word, moet met betrekking tot onderstaande aangewend word:
- (a) die hersiening en beoordeling van geleenthede;
- (b) die besluitnemingsproses vir geleentheidsaansoeke;
- (c) prioriteitskikking van geleenthede;
- (d) die soort en vlak van ondersteuning wat Stellenbosch Munisipaliteit aan geleenthede moet verleen;
- (e) die lys dienste wat Stellenbosch Munisipaliteit vir geleenthede moet lewer.

#### Ooreenkomste en vennootskappe

7. (1) Die Plaaslike Owerheid kan sodanige ooreenkomste en vennootskappe met geleentheidsorganiseerders aangaan as wat vir die aanbied en bestuur van geleenthede ingevolge hierdie verordening nodig blyk te wees.
- (2) Die Plaaslike Owerheid kan, hetsy logistieke, finansiële of albei soorte ondersteuning aan bepaalde geleenthede verleen wat met die strategiese doelwitte van Stellenbosch Munisipaliteit strook.
- (3) Die ooreenkomste en vennootskappe wat in subartikel (1) en (2) hier bo beoog word, moet vir diensvlakke voorsiening maak waaraan die partye moet voldoen ten einde nakoming te verseker.
- (4) Ondanks die bepalings met betrekking tot oortredings en boetes in hierdie verordening, kan 'n ooreenkoms wat ingevolge hierdie artikel aangegaan word, vir boetes voorsiening maak waarmee 'n geleentheidsorganiseerder in geval van nie-nakoming van die ooreenkoms gestraf kan word.

#### Reg van appèl

9. (1) Partye in 'n geskil wat uit 'n konflik ingevolge hierdie verordening spruit, moet sodanige konflik prober oplos voordat daar tot die uitoefening van die reg van appèl, soos in subartikel (2) hier onder beoog, oorgegaan word.
- (2) Die geleentheidsorganiseerder kan teen 'n besluit appelleer indien sy/haar aansoek om 'n geleentheid aan te bied afgekeur is.
- (3) 'n Appèl kan skriftelik binne die tydperk soos in bylae 1 vir die betrokke soort geleentheid aangedui, by die Munisipale Bestuurder ingedien word.
- (4) Die Munisipale Bestuurder kan die bevoegdheid om appèlle waarna in subartikel (2) hier bo verwys word te oorweeg en te beslis, aan enige munisipale amptenaar oordra.
- (5) 'n Appèl wat ingevolge hierdie artikel ingedien word moet binne die tydperk soos in bylae 1 vir die betrokke soort geleentheid aangedui, oorweeg en beslis word.

#### Oortredings en boetes

9. (1) Versuim om enige bepaling van heirdie verordening na te kom, maak 'n oortreding uit.
- (2) 'n Persoon wat ingevolge hierdie verordening 'n oortreding begaan, is by skuldigbevinding strafbaar met 'n boete, of strafbaar met tronkstraf, of albei.

#### Kort titel

10. Hierdie verodening staan bekend as Stellenbosch Munisipaliteit: Verordening op Geleenthede

#### STELLENBOSCH MUNICIPALTY EVENTS BY- LAW FINE LIST

STELLENBOSCH MUNICIPALTY EVENTS BY-LAW	Offence	Fines	Repeat offenders
Reg 2 (4) RW Reg 9 (1) and (2)	Organising and hosting of an event without the written approval or permit of the local authority.	Small event- R1 000,00 Medium event- R5 000,00 Major event- R10 000,00	R10 000,00 R50 000,00 R100 000,00
Reg 2 (4) RW Reg 9 (1) and (2)	An events organiser not in compliance with the permit conditions of an approved event.	Small event- R1 000,00 Medium event- R5 000,00 Major event- R10 000,00	R10 000,00 R50 000,00 R100 000,00
Reg 2 (4) RW Reg 9 (1) and (2)	An events organiser failing to adhere to a compliance notice issued by an authorised person.	Small event- R1 000,00 Medium event- R5 000,00 Major event- R10 000,00	R10 000,00 R50 000,00 R100 000,00

**SCHEDULE OF EVENTS APPLICATION TIMEFRAMES**

Depending on the size, type, location, date/time, length, event location/s size of venue/s, impact or risk of the event and drawing on any assessment information as required, the following timeframes below will apply:

SIZE	CROWD	MINIMUM TIME TO AN EVENT TO SUBMIT AN APPLICATION TO THE MUNICIPALITY	Appeal to be lodged by Applicant with Municipality within	Appeal to be decided by Stellenbosch Municipality within
Small	50 <sup>1</sup> to 500	10 working days (2 weeks) <sup>3</sup>	24 hours of receipt of written notice	5 working days of receipt of written notice of appeal
Medium	500 <sup>1</sup> –2 000	20 working days (4 weeks)	24 hours of receipt of written notice	10 working days of receipt of written notice
Large/Major	2000 <sup>1</sup> –above	6months	48 hours of receipt of written notice	20 working days of receipt of written notice

- Note that for any event of fewer than 50 persons the provisions of Section 2(2) and (3) apply.
- Note this excludes any specific or special application directives which the Local Authority may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other Municipal activity
- Note if a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.
- The process outlined in Section 8(1) must be completed before any appeal is lodged by the applicant.  
The appeal process does not apply to Liquor Licenses which are administered by the Liquor Authority.  
Any event which involves an application for a 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 (Act 15 of 1985).

**SCHEDULE OF EVENTS REQUIREMENTS LISTING**

Note: the Local Authority may request additional information as determined by the type and detail of the event

- Description of Event: including type, date, venue, locality and participants.
- Event Programme: full details and times, plus contact details for person responsible for each aspect of event.
- Layout of event: including stages, marquees, catering, venue Operation Centre etc.
- Land-Use Planning Departure application and approval, where necessary.
- Transport Management Plan (TMP), which may include where applicable, proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes. The format of the TMP will be as prescribed by the Stellenbosch Municipality.
- Crowd Management Plan.
- Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
- Appointed Safety Officer for the event.
- Event Communication Plan: including ticket selling strategy, accreditation
- Community Participation Plan: including but not limited to contact with Councillor/s; Community/Residents Organisations/Associations and Business Associations.
- Environmental Management Plan.
- Waste Management Plan— (For any Medium or Large/ Major events, the event organizer is to appoint a suitably qualified and registered waste management service provider. The aim of said service provider should be zero waste to landfill)
- Vendors/Caterers: list of details and use of Liquid petroleum gas. Stellenbosch Municipality Informal Trading requirements (where applicable) and the Cape Winelands District Municipality Health By-Law requirements and related legislative requirements.
- Health requirements including: Certificates of Acceptability. Vendor licenses ablution facilities and/or mobile toilets.
- Completed Application forms for: Events/ Noise Exemption (incl. public participation); and erection of Stages/Marquees. Proof of submission of Liquor Licence/s, Fireworks application; Civil Aviation Application as per the specific of the type of event.
- Stellenbosch Municipality requirements: including Electricity, Water, Waste Management Plan (during and after the event), transport, roads and storm water.
- Indemnity forms and Public Liability insurance confirmation letter
- Written approval from Venue Owner/Venue Manager to the applicant authorizing the use of the facility/venue to host the event.