



KAAF AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## APPLICATION TO HOST AN EVENT IN CAPE AGULHAS MUNICIPALITY

Section 1: Event Organizer Details			
Name:		Surname	
Organization			
Designation			
Contact number		Email address	
Postal Address:			
Physical Address:			
Authorized Representative <i>(if different from Event Organizer)</i> :			
Name: _____			
Contact Details: _____			

**Section 2: Event Details**

Event Name:

Event Type: *(Please indicate the type of event)*

Concert/Music Festival		Sports		Trade shows Exhibition/ Launch		Religious Events	
Fireworks - Pyrotechnic Displays		Charity Fundraiser Cycling /Run/Walk		Conference/ Meetings/ Seminars		Cultural Events	
Carnivals		Award Ceremonies		Day/ Night Market		School Events	
Leisure and Lifestyle Food and Wine		Community Event		Corporate Party		Weddings/ Birthdays (If using a CAM's Facility)	
Other - Please Specify:							

Event Date:

Event start time: \_\_\_\_\_ Event End Time \_\_\_\_\_

Set-up: \_\_\_\_\_ Breakdown: \_\_\_\_\_

Event Venue/ Location:

Address: \_\_\_\_\_

Property description/ Erf number: \_\_\_\_\_

GPS Coordinates: \_\_\_\_\_

Town and/ Ward \_\_\_\_\_

Event Overview:

Event format:

<p>Event Category (Select one):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Category</th> <th style="width: 33%;">Pax</th> <th style="width: 33%;">Tick</th> </tr> </thead> <tbody> <tr> <td>Micro</td> <td>01 - 50</td> <td></td> </tr> <tr> <td>Small</td> <td>51 – 500</td> <td></td> </tr> <tr> <td>Medium</td> <td>501 – 2000</td> <td></td> </tr> <tr> <td>Large</td> <td>2001 - 5000</td> <td></td> </tr> <tr> <td>Major</td> <td>5001+</td> <td></td> </tr> </tbody> </table>	Category	Pax	Tick	Micro	01 - 50		Small	51 – 500		Medium	501 – 2000		Large	2001 - 5000		Major	5001+		<p>Number of Staff Deployed, Participants and Spectators</p> <p>Staff Deployment: _____</p> <p>Number of Participants: _____</p> <p>Number of Spectators: _____</p>
Category	Pax	Tick																	
Micro	01 - 50																		
Small	51 – 500																		
Medium	501 – 2000																		
Large	2001 - 5000																		
Major	5001+																		
<p>Municipal services required:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Service</th> <th style="width: 20%;">Tick</th> </tr> </thead> <tbody> <tr> <td>Waste Management</td> <td></td> </tr> <tr> <td>Water</td> <td></td> </tr> <tr> <td>Electricity</td> <td></td> </tr> <tr> <td>Road Closures</td> <td></td> </tr> <tr> <td>Temporary Structures</td> <td></td> </tr> </tbody> </table>			Service	Tick	Waste Management		Water		Electricity		Road Closures		Temporary Structures						
Service	Tick																		
Waste Management																			
Water																			
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Road Closures																			
Temporary Structures																			

### Section 3: Safety and Security

Event Safety Officer *(required for medium, large, and major events):*

Name:		Surname	
Organization			
Designation			
Contact details:		Email address	

Safety and Security Measures:

Security personnel details:	
Emergency response plan	

Event Risk Categorization *(based on SAPS form):*

Event Risk Categorization as Approved by the National Commissioner:	Low	Medium	High
SAPS Event Risk Categorization Confirmation: <i>(Attach SAPS Categorization Approval)</i>			

### Section 4: Venue Information

Venue Name *(if different from event location):*

Venue Capacity:

Land Use Environmental Approvals Required:

Yes (✓)	No (✓)

Venue Facilities *(e.g., restrooms, parking, first aid):*

Hall		Confectionery stall	
Sports Ground		Beach Wedding	
Kitchen		Outdoor service	

Utensils		Rental	
Other:			
Contact Information for Venue Owner:			
Availability of Safety Certifications:			
		Yes (✓)	No (✓)

### Section 5: Municipal and Third-Party Approvals

Third-Party Approvals Required *(if applicable)*:

Category	Tick
SAPS	
Disaster Management	
Provincial/ Authorities	National

Details of Approvals *(attach documents as necessary)*:

### Section 6: Environmental Impact and Noise Control

Environmental Impact Plan *(required for certain events near sensitive areas, such as wetlands)*: Summary of environmental mitigation steps:

Environmental Control Officer (ECO) and Sensitive Areas

For events near environmentally sensitive areas, wetlands, or coastal areas, please indicate if an Environmental Control Officer (ECO) will be employed to oversee environmental protections during the event.

Will an ECO be employed?	Yes (✓)	No (✓)
If yes, provide ECO details:		
Name:	Surname:	
Contact number:	Email address:	

**Noise Control Measures:**

Category	Yes (✓)	No (✓)
Will amplified sound be used?		
Will an excessive noise exemption be applied for?		

**EVENT LAYOUT REQUIREMENTS****Section 7: Temporary Structures Building Control should have an application form with fees?**Details of Temporary Structures *(e.g., stages, tents):*

Structure Type:		
Safety Certification Provided:	Yes	No

Inspection Date *(if applicable):***Road closures required**

To affect a partial or full road closure, it is required that a municipal public notice is advertised in the local newspaper for public participation at least 4 weeks in advance. This is done at the cost of the events organizer.

Details of the road closure required and route plan (in the event of a march or procession) if applicable;  
(Road details, time of closure and route plan)

**Number of parking bays required:**

Traffic control required:

**Vendors and Caterers**

Must apply for a temporary informal traders license with the Traffic Department for the duration of the event for which the Municipal Tariff policy applies. A permit will be issued to the vendor and caterers.

**Solid Waste management**

Provide details of solid waste management plan during and after the event, in and around the venue.

**Section 8: Catering and Alcohol Sales**

Will there be catering or food vending at the event?

Yes (✓)	No (✓)

Certificate of Acceptability for Food Vendors *(attach copy):*

Will alcohol be sold at the event?	Yes (✓)	No (✓)
Western Cape Liquor License <i>(attach copy):</i>		

Section 9: Local Economic Impact	
Details of Local Job Creation:	
Use of Local Suppliers <i>(refer to the Directory of Local Suppliers):</i>	
Supplier Name:	
Services Provided:	
Supplier Name:	
Services Provided:	

Section 10: Budget and financial viability <i>(Applicable to municipally funded events or donations)</i>	
Please provide details of the event's budget and financial viability:	
Event budget: <i>(Attach a detailed budget showing expenses and anticipated revenue)</i>	
External funding sources: <i>(List any sponsors, donations, or other financial contributions)</i>	
Financial viability statement: <i>(Attach supporting financial documents, if required)</i>	

**Section 11: Branding and Marketing**

Brand Visibility Plan *(required for funded events):*

How will CAM be represented?	
Logo Placement and Visibility in Marketing Materials:	
Event Marketing Channels (social media, banners, etc.)	

**Section 12: Declaration and Indemnity**

Event Organizer Declaration

I, \_\_\_\_\_, hereby declare that the information provided is accurate and correct. I understand that failure to comply with the terms and conditions may result in the cancellation of the event permit.

I agree to the terms outlined in the Cape Agulhas Municipality Event Policy

Indemnity Clause:

I indemnify the Cape Agulhas Municipality from all actions, lawsuits, claims, and demands arising from the event.

Failure to comply with the terms of this application and the conditions of the event permit may result in the event organizer being added to the Cape Agulhas Municipality Non-Compliance Register. This could lead to rejection of future event applications or restrictions on the use of municipal services and facilities.

Signature: \_\_\_\_\_

Application date \_\_\_\_\_

Witness: \_\_\_\_\_

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

<b>Section 13: Attachments Checklist</b>		
Category	Yes (✓)	No (✓)
Event Plan		
Safety and Security Plan		
Risk Categorization (if applicable)		
Third-Party Approvals (if applicable)		
Environmental Impact Plan (if applicable)		
Insurance certificate		
Temporary Structures Certification		
Catering and Liquor Licenses		
Brand Visibility Plan (if applicable)		

#### **Section 14: Submission**

1. Submit Application to:

Email: [events@capeagulhas.gov.za](mailto:events@capeagulhas.gov.za)

Contact details: 028 425 5581/2

Physical Submission: 19 Long Street, Bredasdorp, Economic Development and Tourism Office.

2. Application Deadline: **At least 60 days before the event.**

#### **POPIA DISCLAIMER**

In accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013, notice is hereby given that the Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organization as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery.