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CAPE AGULHAS MUNICIPALITY  
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# **CAPE AGULHAS MUNICIPALITY: EVENTS POLICY SUMMARY**

APPROVED 12 DECEMBER 2024  
COUNCIL RESOLUTION 243/2024

## 1. Purpose

The policy streamlines the event application process to ensure safety, legal compliance, zoning adherence, and environmental impact management, while also supporting local economic and cultural growth.

## 2. Scope

Applies to all events within the municipality that require permits due to safety, environmental, zoning, or public impact considerations.

## 3. Key Definitions

**3.1 Event Organizer:** Responsible for event management and compliance.

**3.2 Event Permit:** Mandatory approval for events affecting public spaces, requiring municipal services, or involving significant public gatherings.

**3.3 Municipal Event Committee:** Oversees application reviews and permits.

**3.4 Zoning Compliance Certificate:** Document issued by Town Planning confirming compliance with zoning and land-use laws.

**3.5 Environmental & Heritage Impact Assessment:** Required for events in conservation, heritage, or environmentally sensitive areas.

## 4. Application Process

### Pre-Application Consultation with Town Planning

**4.1** Event organizers must engage with Town Planning to confirm zoning compliance before applying.

**4.2** If a zoning deviation (temporary departure, rezoning) is needed, a separate land-use application must be submitted first.

**4.3** Submit a complete application (forms, safety plan, indemnity, and proof of payment) at least 60 days prior.

**4.4** Municipal Event Coordinator reviews for compliance.

**4.5** The Municipal Event Committee evaluates major events, smaller events require departmental input.

**4.6** Notification of decision within 30 days.

## 5. Permit Requirements

**5.1** Risk categorization by SAPS for safety.

**5.2** Approvals for liquor sales, temporary structures, noise exemptions, and use of municipal facilities.

**5.3** Approval from Town Planning for zoning compliance.

**5.4** Public notification required for zoning deviations (30-day objection period).

**5.5** Environmental & Heritage Impact Assessment (if applicable)

**5.6** Environmental and traffic management plans where applicable.

## 5.7 Public Participation Report (if zoning deviations apply)

### 6. Conditions for approval

- 6.1 Compliance with safety, zoning, legal, and municipal standards.
- 6.2 Emphasis on local job creation and supplier use.
- 6.3 Mandatory branding of the Cape Agulhas Municipality.

### 7. Enforcement and compliance

- 7.1 Penalties: Non-compliance may result in fines, revocation of permits, listing on the Non-Compliance Register, or, in the worst-case scenario, the closure of the event.
- 7.2 Holding an event without zoning approval can lead to fines, event closure, and blacklisting from future applications.
- 7.3 Right of inspection by municipal officials to ensure compliance.
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Appeals process:

- 7.5 Event organizers may appeal zoning-related permit rejections.
- 7.6 Appeals must be submitted within 21 days and will be reviewed under the Municipal Planning and Zoning By-Laws, 2022.
- 7.7 To ensure fairness and consistency in line with national legislation, all appeals are processed in accordance with the Municipal Systems Act, 2000 (Act No. 32 of 2000). Event organizers have the right to appeal any decisions related to their event permits by submitting a formal appeal to the municipality.

Appeals must be submitted within 21 days of receiving the decision. This timeframe ensures that all appeals are handled promptly and transparently, maintaining the integrity of the process.

### 8. Fees and charges

- 8.1 Non-refundable application fee plus charges for municipal services.
- 8.2 Refundable deposits for potential damages.

### 9. Monitoring and review

Annual evaluation to ensure alignment with zoning laws, environmental protection, and operational best practices.

### 10. Contact information

Event applications and inquiries: [events@capeagulhas.gov.za](mailto:events@capeagulhas.gov.za), 19 Long Street, Bredasdorp.