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CAPE AGULHAS MUNICIPALITY
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STANDARD OPERATING PROCEDURE (SOP) EVENT APPLICATION PROCESS

APPROVED 12 DECEMBER 2024
COUNCIL RESOLUTION 243/2024

STANDARD OPERATING PROCEDURE: EVENT APPLICATION PROCESS

1. Purpose

The purpose of this SOP is to establish a clear, efficient, and transparent procedure for handling event applications within the Cape Agulhas Municipality. It ensures compliance with local, provincial, and national regulations while promoting effective management of events that contribute to community engagement, economic growth, and the promotion of Cape Agulhas as a key destination.

2. Scope

This SOP applies to:

- i. Municipal employees and other relevant stakeholders involved in the event application and approval process.
- ii. Event organizers applying for permits to hold events within the jurisdiction of Cape Agulhas Municipality.

3. Zoning & Land Use Compliance

- i. All event applications must undergo a zoning and land-use compliance check before further processing. The Town Planning Department must verify whether the proposed event aligns with the zoning regulations, as per:
 - a. Cape Agulhas Zoning By-law (2022)
 - b. Spatial Planning and Land Use Management Act (SPLUMA, 2013)
 - c. Western Cape Land Use Planning Act (LUPA, 2014)
- ii. Requirements based on zoning type:
 - a. Resort, open space, business & institutional zones: Events are generally permitted, subject to municipal approval.
 - b. Agricultural & conservation areas: Events require a temporary departure or 5-year occasional use permit before approval.
 - c. Heritage & environmentally sensitive areas: Additional compliance measures may apply, including an Environmental Impact Assessment (EIA) where necessary.

4 Definitions

- 4.1 **Event:** Any organized gathering that requires a municipal permit.
- 4.2 **Event Organizer:** The individual or entity responsible for planning and managing an event.
- 4.3 **Municipal Event Coordinator:** The designated municipal employee overseeing the event permitting process.
- 4.4 **Municipal Event Committee:** A committee comprised of representatives from relevant municipal departments and other external stakeholders responsible for reviewing and considering event applications.

- 4.6 **Municipal Manager:** means the person appointed as municipal manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act 107 of 1998)
- 4.7 **Event Permit:** A formal approval issued by the municipality authorizing the event.
Event Risk Categorization: means the categorization by a South African Police Service official delegated by the National Police Commissioner, relating to the safety and security associated with an event as defined in section 6 of the Safety at Sports and Recreational Events Act, 2010 (Act 2 of 2010).
- 4.8 **Municipality:** means the Cape Agulhas Municipality, established by Provincial Notice 488 of 2000 issued in terms of section 12 of the Local Government: Municipal Structures Act, 1998 (Act 107 of 1998).
- 4.9 **District Municipality:** means the Overberg District Municipality.
- 4.10 **Non-Compliance Register:** A record maintained by the municipality of event organizers who have failed to comply with the municipality's regulations.
- 4.11 **Local economic impact:** The positive contributions made by events to local businesses, employment, and tourism.
- 4.12 **Brand visibility:** The extent to which the Cape Agulhas Municipality's brand is featured during the event.
- 4.13 **Directory of Local Suppliers:** A list maintained by the Municipality of local businesses and service providers that must be prioritized in event planning and procurement.

5. Procedures

5.1 Submission of Applications

Event organizers submit the event application through the designated online events@capeagulhas.gov.za or in person at the Economic Development and Tourism office, 19 Long Street, Bredasdorp. The application must include:

- i. Event Application Form.
- ii. Safety Plan.
- iii. Event Plan (including location, times, dates, attendance numbers).
- iv. Zoning Compliance Certificate (Issued by Town Planning Department) or proof of departure/ 5-year occasionally use approval
- v. Risk Assessment.
- vi. Section 6 SAPS application (if applicable).
- vii. Environmental & Heritage Impact Approval (if applicable)
- viii. Event program (if available).
- ix. Bank Indemnity Form.
- x. Proof of payment of the application fee.
- xi. Liquor License Form (if applicable).
- xii. Any additional documents as required by the Municipality based on the event's nature.

5.2 Pre-application consultation

Event organizers must engage in a pre-application consultation with the Town Planning Department before submitting an application. This process ensures:

- i. Confirmation of zoning compliance for the proposed event location.
- ii. Identification of any necessary land-use applications (e.g., rezoning, temporary departure).
- iii. Assessment of environmental and heritage impact considerations (if applicable).
- iv. The event application will not proceed until zoning/ departure verification is confirmed.

5.3 Initial review and assessment

- i. The Municipal Event Coordinator must review the application for completeness within 3 days.
- ii. Ensure all required documents are attached. If any documents are missing, the Municipal Event Coordinator will notify the applicant for resubmission.

5.4 Event Committee Review

- i. Application for events as per the classification guideline.
 - a. The Municipal Event Coordinator will do an initial assessment of the application to establish if all compulsory documents and information is contained in the application.
 - b. Should there be missing information or documentation the Municipal event coordinator will communicate such to the applicant.
 - c. Once all documentation is in order the Municipal event coordinator will convene an events committee meeting on the date as set on the annual calendar.
 - d. The Municipal Event Committee will meet to review and discuss the application.
- ii. The committee identifies any additional information or steps needed (e.g., public consultation, risk assessment).

6 Public notification & objections for events requiring zoning departures)

- i. If an event requires temporary land-use departures, the municipality must publicly notify affected communities.
- ii. A 30-day public participation period will allow written objections or comments.
- iii. Event organizers must submit a response to objections and propose mitigation measures.
- iv. Events with unresolved objections may require modifications or rejection.

7 Decision and Notification

- i. The Municipal Event Coordinator will compile the committee's comments and document the committee's final decision on the application.
- ii. Notify the applicant of the decision within 30 days of submission.
- iii. Approval: If approved, the event organizer will receive an official event permit, provided all zoning and land-use conditions have been met.

- iv. Rejection: If rejected, the event organizer will receive written reasons, including any land-use non-compliance issues.

8 Appeals

- i. Appeals against the decision of the events committee must be submitted to the Municipal Manager in writing within 21 days of the date of notification of the decision in accordance with Section 62 of the Municipal Systems Act, Act 32 of 2000.
- ii. The above process does not apply to appeals in respect of decisions taken in terms of the Cape Agulhas By-law on Municipal Land Use Planning, 2022. Appeals in respect of decisions taken in terms of this by-Law must be submitted in terms of Section 79 of the said By-law.

9 Permits and Approvals

- i. Permit Issuance: Approved events receive an official Event Permit, which must be prominently displayed at the event site.
- ii. The event organizer must comply with all conditions outlined in the permit.

10 Responsibilities

10.1 Event Organizer

- i. Submit a complete and timely application.
- ii. Respond promptly to requests for additional documentation.
- iii. Ensure full compliance with permit conditions.

10.2 Municipal Event Coordinator

- iv. Review and process applications.
- v. Communicate with event organizers and the Municipal Event Committee.
- vi. Issue permits and ensure proper documentation.

10.3 Municipal Event Committee

- vii. Review applications.
- viii. Ensure events meet safety, legal, and operational requirements.
- ix. Provide feedback and recommendations to the coordinator.

11 Timeframes

- i. Submission Review: Initial review by the Municipal Event Coordinator within 3 days.
- ii. Committee Feedback: Meeting date as per the annual calendar.
- iii. Final Decision: Notification of approval or rejection within 30 days from submission.
- iv. Additional Approvals: Timeframes vary based on requirements

12 Compliance

- i. Ensure all applications comply with local, provincial, and national regulations.
- ii. Maintain up-to-date knowledge of relevant laws and regulations affecting event permitting.

13 Pre-event inspections and zoning violations

- i. Pre-event compliance inspections: Municipal law enforcement & planning officials must conduct site inspections before the event takes place.
- ii. Non-compliance actions:
 - a. If an event is held without town planning approval, it may face:
 - b. Suspension of the event permit.
 - c. Fines or legal penalties.
 - d. Blacklisting from future municipal applications.

14 Documentation

- i. Maintain records of all applications, permits issued, compliance notices, and feedback provided.
- ii. Use the Event Application Register to track the status of each application.