



NOTICE 233 OF 2024

CLARITY ON PROCEDURES WHEN ORGANISING AN EVENT

This notice aims to inform/advise/guide all event organizers, organizations, and NGOs on the steps to be taken when planning to hold gatherings or events within the Greater Oudtshoorn Municipality. Please take note of the following guidelines concerning the application process for organizing an event as per the Safety at Sports and Recreational Events Act:

1. APPLICATION TIMING:

- Applications for an event/gathering must be submitted to Disaster Management Services and South African Police Services at least one month before the event/gathering date.

2. COMPLETION OF SAPS FORM:

- The event organizer must complete and submit a SAPS (South African Police Service) form to the SAPS events offices. This form provides information about the nature of the event/gathering and the safety measures that will be implemented.

3. APPROVAL AND AUTHORIZATION:

- The Disaster Management Services will issue a population certificate and an approval a letter once all documents are provided and comply with legislation and a final inspection has been completed as stipulated during the events/gathering meeting.

REQUIREMENTS FOR APPROVAL:

To be eligible for event/gathering approval, the person or organization must fulfill the following requirements and submit this to the Disaster Management Services:

1. Safety Risk categorization: This can only be obtained from the South African Police Services
2. Disaster Management Application: Obtained at the Disaster Management Services
3. Application for Population Certificate: Obtained at the Disaster Management Services
4. Proof of Payment for the event application: Invoice to be supplied by the Disaster Management Services
5. Any other requirements depended on the type of event to be held and communicated by the Disaster Management Services to the Event Organizers. This may include but is not limited to the following: Medical Plan, Public Liability, Security Plan, Waste Plan, Food Health Certificate where applicable, and Engineering Certificate where applicable.



A “**Mayoral Co-Ordinating Events Committee**” is currently in place and the sole purpose of the coordinating committee is to ensure that events are applied for well in advance and approved by the relevant authorities but also to provide assistance if necessary. Organizers of events should attend these committee meetings if they have an upcoming event within the next 3 months.

An internal logistical events committee is also in place to assist the organizers with any logistical needs where possible. Various internal and external stakeholders will be present to ensure that a smooth and successful event is hosted.

It is essential to adhere closely to this process and the requirements to ensure the success and safety of the event.

MR M YEKANI

ACTING MUNICIPAL MANAGER

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69 Voortrekkerweg / Umgaqo iVoortrekker / Road
Posbus / Ibokisi yeposi / P.O. Box 255

Tel.: +27(0)44 203 3000 Faks / I-fax / Fax: +27(0)44 203 3104
E-mail / E-pos: post@oudtmun.co.za

Website / Webwerf: www.oudtshoorn.gov.za

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