



FORM – 01

Email: Events@drakenstein.gov.za

APPLICATION FORMS FOR EVENT IN DRAKENSTEIN MUNICIPALITY
TO BE SUMMITTED 3 MONTHS BEFORE THE EVENT
APPLICATION FORM – REV. 2

EVENT NUMBER _____

- * NAME OF EVENT: _____
- * EVENT VENUE (Venue Name; Address & GPS Coordinates, ERF/FARM No.): _____

- * If venue is (POS, Nature Reserve, Paarl Arboretum, Refer to Forms 11 or 12.) _____

* DATE/S OF PROPOSED EVENT : _____

SET-UP: _____ STRIKE DOWN: _____

- * TIMES OF EVENT (FOR EACH DAY) : DAY 1: START TIME: _____ END TIME: _____
 DAY 2: START TIME: _____ END TIME: _____
 DAY 3: START TIME: _____ END TIME: _____
 DAY 4: START TIME: _____ END TIME: _____

* SIZE OF EVENT: Please Tick The Relevant Box Participants & Spectators

Small	200 – 2000	<input type="checkbox"/>
Medium	2001 – 5000	<input type="checkbox"/>
Large	5001 – 10 000	<input type="checkbox"/>
Very Large	10 001 + above	<input type="checkbox"/>

* SAPS RISK CATEGORIZATION:- _____

* DOES THE PROPERTY HAVE THE NECESSARY LAND USE RIGHTS TO HOST AN EVENT?

YES NO

* IF YES, PROVIDE COPY OF APPROVAL

- * COMPANY / ORGANISATION NAME: _____
- * CONTACT PERSON: _____
- * EMAIL ADDRESS: _____
- * MOBILE NO: _____
- * TELEPHONE: _____
- * ALTERNATIVE NO.: _____
- * POSTAL ADDRESS: _____
- * PHYSICAL ADDRESS: _____



*** PERSON MAKING THE APPLICATION/EVENT ORGANISER/RESPONSIBLE PERSON:**

- * CONTACT PERSON: _____
- * EMAIL ADDRESS: _____
- * MOBILE NO: _____
- * TELEPHONE: _____
- * ALTERNATIVE NO.: _____
- * POSTAL ADDRESS: _____
- * PHYSICAL ADDRESS: _____

*** TYPE OF EVENT: PLEASE TICK THE RELEVANT BOX**

Sports/Action	<input type="checkbox"/>	Launch/ Exhibition	<input type="checkbox"/>
Concert/Music Festival	<input type="checkbox"/>	Corporate/Private Party	<input type="checkbox"/>
Charity Fundraiser/Run/Walk	<input type="checkbox"/>	Night Market /Switch on of Festive Lights	<input type="checkbox"/>
Carnival	<input type="checkbox"/>	Religious Festival/ Event	<input type="checkbox"/>
Fete, School Carnival etc.	<input type="checkbox"/>	Cultural/Minstrel Events	<input type="checkbox"/>
Weddings/ Birthdays, etc.	<input type="checkbox"/>	Fireworks/ Pyrotechnic Displays	<input type="checkbox"/>
Ceremonial Event/Annual ritual	<input type="checkbox"/>	Municipal Event	<input type="checkbox"/>
Occasional Market	<input type="checkbox"/>	Film and Still Shoots	<input type="checkbox"/>
Other – Please Specify:			<input type="checkbox"/>

BRIEF DESCRIPTION OF EVENT:

.....

.....

.....

.....

.....

EVENT REQUIREMENTS: *

1. **VENDING/CATERING / FOOD STALLS:** NO YES NUMBER OF FOOD STALLS: _____

NB. Certificates of Acceptability can be obtained from Cape Winelands District Municipality for food stalls and should be available on request.

• LP GAS USAGE: NO YES If Yes Please Provide Details

DETAILS: _____

2. **ALCOHOL SALES/CONSUMPTION:** NO YES IF YES please provide copy of Liquor License

Alcohol Sale/Consumption Hours: From: _____ To: _____

The granting of an Event Permit by Drakenstein Municipality does not authorize the sale/consumption of alcohol. A separate application must be made to the Liquor Licensing Tribunal of the Western Cape Liquor Authority.

3. **PUBLIC LIABILITY INSURANCE?** NO YES If Yes, Please Provide Proof/Details



4. **SANITATION** NO YES *If Yes, Please Provide Proof/Details*

5. **WASTE REMOVAL** NO YES *If Yes, Please Provide Proof/Details*

6. **ELECTRICITY** NO YES *If Yes, Please Provide Proof/Details*

7. **WATER:** NO YES *If Yes, Please Provide Proof/Details*

8. **SITE PLAN INDICATING ALL ACTIVITIES (PLEASE ATTACH)**

- Stages
- Marquees
- Fencing
- Crowd Barriers
- Vendors
- Catering
- VOC/JOC Location
- Ticket Selling Booths
- Rivers
- Streams
- Water courses
- Wetlands
- Natural vegetation

9. **SAFETY PLAN / DISASTER MANAGEMENT PLAN (PLEASE ATTACH)**

- Medical Plan
- Security Plan
- Departmental Emergency Response Plan
- Evacuation Plan
- Fire Protection Plan
- Facility Emergency Plan
- Civil Aviation Plan

10. **VENDOR LIST AND COMPLIANCE CERTIFICATE (PLEASE ATTACH)**

- List of Details
- Use of LP Gas
- Vendor License
- Food integrity
- Certificate of Acceptability
- Tobacco Control

11. **SECURITY SERVICES (PLEASE ATTACH REGISTRATION OF SECURITY COMPANY)**

12. **FIRE PROTECTION PLAN**



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

+27 21 807 4500 +27 21 872 8054

www.drakenstein.gov.za

records@drakenstein.gov.za

Civic Centre, Berg River Boulevard, Paarl 7646

SIGNATURE: _____ APPLICATION DATE: _____

PLEASE NOTE:

Submission of this application does not mean DRAKENSTEIN MUNICIPALITY has approved your event. Please liaise with the Events Office regarding the approval process and any additional information required. Your Event may only proceed once the approval permit is issued.

Application and Registration Fee: R650.00 (vat incl.). This value is subject to change as per Municipal tariff.

FOR OFFICIAL USE ONLY

APPROVED:

DATE:

EVENT NO.:



FORM – 03

**APPLICATION FOR AN EVENT IN DRAKENSTEIN MUNICIPALITY
 INDEMNITY FORM**

I,....., (*print full name*)

ID No. in my capacity as (*Designation*)

Of (*Full name of institution/company*) being duly
 authorized hereto on behalf of the aforementioned institution with regard to

....., (*state purpose/event*)

With full knowledge of such declaration, declare as follows:

1. The institution/company applied to Drakenstein Municipality for permission in terms of the relevant legislation, to stage the aforesaid event.
2. The institution/company hereby indemnifies and holds the Municipality, its agents and servants harmless against:
 - a. any damage to the Municipality's property, whether movable or immovable, including any consequential damage or loss directly or indirectly flowing from physical damage to such property or any act or omission on the part of the Company, its servants or agents;
 - b. liability in respect of any claims which may be lodged or instituted against the Municipality arising out of damage to the property, whether movable or immovable, of any third parties, including any consequential damage directly or indirectly flowing from physical damage to such property;
 - c. liability in respect of the death or injury to any person, including a servant of the Municipality, and any consequential damage or loss flowing therefrom; and
 - d. Any legal cost or expenses reasonably incurred in connection with claims or actions arising out of the foregoing, whenever the damage, loss, injury or death contemplated in (a), (b), or (c) above is due to or arises out of, whether directly or indirectly, the event or activities specified above.
3. In addition, the Company shall have no claims against the Municipality in the event of it being under-insured or should their claims being repudiated.
4. It is specifically recorded that this indemnity conferred upon the Municipality shall not extend to damage, loss, injury or death which is predominantly due to the misconduct or gross negligence of the Municipality or of any servant of the Municipality acting within the course and scope of his or her employment.

Signed on this day of 20 at (*Place*)

 SIGNATURE (Institute/Company)

 DATE

WITNESSES:

 SIGNATURE

 DATE

 SIGNATURE

 DATE



FORM – 04

**APPLICATION FOR AN EVENT IN DRAKENSTEIN MUNICIPALITY
ENVIRONMENT DEPARTMENT**

NOISE EXEMPTION APPLICATION IN TERMS OF REGULATION 12 OF THE NOISE CONTROL REGULATIONS P.N. 200/2013 MADE UNDER SECTION 25 OF THE ENVIRONMENT CONSERVATION ACT, 1989 (ACT 73 OF 1989).

1. Person responsible for sound: _____ Cell No: _____

2. Noise source (e.g. live band, D.J., microphone, construction equipment, etc.): _____

3. Sound checks (if any): Start and end time of checks: _____

4. Is event: Indoor Outdoor

5. Existing and/or proposed measures in place or to be adopted to limit the noise at source.

Signature of Applicant: _____ Date: _____

The following documentation must be submitted with this application:-

1. A site plan indicating the following
 - 1.1 Surrounding residential premises,
 - 1.2 The position of the possible noise sources
 - 1.3 The direction of the possible noise sources
 - 1.4 Distances from noise sources to surrounding residential premises.
 - 1.5 Positions of possible standby generators
2. A letter of consent from the owner/body corporate and that he/she/they are aware of the proposal.
3. Written comment from the Local Ward Councilor regarding the noise exemption being issued.
4. Written comment from the Local Rate Payers Association regarding the noise exemption being issued.

The Noise Control Officer reserves the right to ask for further requirements before issuing a Noise Exemption



FORM – 05

**APPLICATION FOR AN EVENT IN DRAKENSTEIN MUNICIPALITY
 SOLID WASTE MANAGEMENT – WASTE MANAGEMENT PLAN**

(To be submitted to Solid Waste Management at least 30 days prior to the event. Approval can only be given for event once this plan is signed off by Solid Waste Management) –
 ALL SECTIONS/QUESTIONS NEEDS TO BE COMPLETED IN FULL.

SECTION 1: THE VENUE	Type of Venue: Tick one	Sports ground		Purpose built venue		Open field	Private property				
<p>1. Has provision been made with the venue owner for cleaning <i>inside the venue perimeters</i>? Give details:</p> <p>_____</p> <p>1.1 Have you contracted a waste collection and cleaning service provider?</p> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">N</td> </tr> </table> <p>Give details:</p> <p>_____</p> <p>1.2 Have you made provision for waste recycling²?</p> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">N</td> </tr> </table> <p>(If “YES”, please provide details.</p> <p>_____</p>								Y	N	Y	N
Y	N										
Y	N										
<p>1.3 What cleaning services have you arranged for the area where people will be parking, so as to ensure clean surroundings once event is finished?</p> <p>** (Give details of company hired, number of labors, method of transport & disposal of waste etc.)</p> <p>_____</p> <p>_____</p>											
<p>Note: It is expected at affected Open Public spaces & streets are left in a clean condition after all events held inside venues. (Please initial)</p> <p style="text-align: right;">_____ ←</p>											

SECTION 2: PUBLIC PROPERTY	NB! Please note that should the event impact on public areas i.e. roads, sidewalks around the venue, a plan will have to be submitted to ensure the area is clean and litter free after the event.																					
<p>2. If event is held on open public property has provision been made for waste collection and cleaning services?</p> <p>Provide details: _____</p>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%; text-align: center;">N</td> <td>2.1 Have you made provision for recycling³?</td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <p>If "YES" please give details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%; text-align: center;">N</td> <td>_____</td> </tr> <tr> <td colspan="3">_____</td> </tr> </table> </td> </tr> <tr> <td colspan="3"> <p>2.2 Have you made provision for areas affected by event, to be cleaned after your event?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%; text-align: center;">N</td> <td></td> </tr> </table> <p>Provide details:</p> <p>_____</p> <p>_____</p> </td> </tr> <tr> <td colspan="3"> <p>3. Please indicate DATE & TIME when cleaning will be COMPLETED after event⁴:</p> <p>_____</p> </td> </tr> </table>		Y	N	2.1 Have you made provision for recycling ³ ?	<p>If "YES" please give details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%; text-align: center;">N</td> <td>_____</td> </tr> <tr> <td colspan="3">_____</td> </tr> </table>			Y	N	_____	_____			<p>2.2 Have you made provision for areas affected by event, to be cleaned after your event?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%; text-align: center;">N</td> <td></td> </tr> </table> <p>Provide details:</p> <p>_____</p> <p>_____</p>			Y	N		<p>3. Please indicate DATE & TIME when cleaning will be COMPLETED after event⁴:</p> <p>_____</p>		
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Y	N																					
<p>3. Please indicate DATE & TIME when cleaning will be COMPLETED after event⁴:</p> <p>_____</p>																						

Note: It is expected that all areas affected by your event be left in a clean condition.
(Please initial) _____



SECTION 3: MUNICIPAL CONTAINERS		NB! Please ensure that containers are requested in advance	
Type of container	240l Wheelie bin	770l Wheelie bin	Skip
Amount			

List of returnable documents/ documents to be submitted after event

	Document	Y/N	Date of submission
1.	Events Management Plan		
2.	Registration details of Waste collector		
3.	Application for municipal containers:		
4.	Proof of safe disposal of waste (weighbridge slip) after event – indicate date when submission will occur		

Applicant Signature:

Date:



**For office use:
 Event IWMP**

- Approved
- Not approved

Comments:

 MANAGER
 SOLID WASTE MANAGEMENT

 Date:

Note: Upon approval of this Waste Management Plan, the applicant will be provided with a quotation for cleaning services where applicable should Council services be required. Approval to hold the event will, inter alia, depend on acceptance of the quotation.

1. If your application is incomplete it will be considered as INSUFFICIENT INFORMATION SUPPLIED to approve Waste Management Plan.
2. As the Municipality is moving towards **recycling** we would like to **encourage** all event organizers to make an effort to recycle as much waste as possible **AT SOURCE** so that it doesn't end up on the landfill.
3. It is expected that all public areas affected by the event be clean and litter free by **06h00** the morning after the event.
4. In the case of using private waste service providers (other than the Municipality) for an event, they need to be registered on the Municipal Waste Collectors Database in accordance to the National Environmental Management: Waste Act (59 of 2008).

Registration documents obtainable at the Solid Waste section:

- Sonia.Frans@drakenstein.gov.za
- Karen.Fredericks@drakenstein.gov.za

5. Disposal costs at all municipal waste facilities will be applicable.
6. Submission of proof of safe disposal (issued at the facilities)
7. Hiring of municipal containers need to be arranged and confirmed at least 2 weeks prior to the event
8. Failure to comply with municipal by-laws and submitted waste management plan, will negatively influence application of future events
9. Failure to submit required documents during application and after events, may influence approval of future events planned by the same event organizer.



FORM – 06

APPLICATION FOR EVENTS IN DRAKENSTEIN MUNICIPALITY
APPLICATION FOR THE ERECTION OF A TEMPORARY STRUCTURE IN TERMS OF NATIONAL
BUILDING REGULATION A23:

TENT STAND/STAGE EXHIBITION/STALL EO Number

I, the undersigned, hereby apply for permission to erect a Tent/Exhibition Stalls and/or Temporary Seating Stand/Stage in accordance with the particulars given below and the plans attached hereto:

DETAILS OF THE APPLICANT (Person in Charge/Event Organizer/Owner)

Full name Postal
 address

Signature _____
 Telephone number Fax number
 Email address

DETAILS OF THE OWNER OF THE PROPERTY (if different from the applicant)

Full name
 Postal address

Signature _____
 (If this is not the property owner's signature re, please attach a Power of Attorney or authority from the owner)
 Telephone number Fax number
 Email address



DETAILS OF THE PREMISES ON WHICH THE TENT/EXHIBITION STALLS AND/OR TEMPORARY SEATING STAND/STAGE IS TO BE ERECTED

Address of premises

[Address field]
[Address field]
[Address field]

Erf number

DETAILS OF THE PROPOSAL

Is this a private event/function?

[Response field]

Size (m²) and dimensions often/Stand and the seating capacity

[Response field]

Use often

[Response field]

[Response field]

Date *duration* of use of facility

[D | D | M | M | Y | Y | Y | Y] TO [D | D | M | M | Y | Y | Y | Y]

[Response field]

Will the event occur during the hours of darkness? (If so, illuminated 'EXIT' signs and emergency lighting and standby power must be provided.)

[Response field]

Are there cooking facilities? (If so, provide details, including washing-up details.)

[Y | N]

[Response field]

Is there an electrical power supply? (If so, a Compliance Certificate is required.)

[Y | N]

[Response field]

CHECKLIST OF PLANS/DOCUMENTS ATTACHED BY APPLICANT

	Attached	Not Attached
Letter of consent from of registered owner of property/ lease of property		
Site plan (minimum scale 1:200) (See notes below.)		
Drawings showing structural detail		
Competent Person's appointment form		
Fire Brigade access indicated		
Details of any gas installation		
Toilet facilities indicated , and anticipated peak population		

I,

[Signature line]

(Name of applicant / Person in charge/ Event organizer/ Owner)

Declare that to my knowledge the above information is correct.

Signature:

[Signature field]

Date:

[D | D | M | M | Y | Y | Y | Y]



Important Notes:

1. The erection of any Temporary Seating Stand accommodating more than 110 people will require the appointment of a Competent Person.
2. The erection of a Tent that will accommodate more than 110 people will require the appointment of a Competent Person.
3. The site and layout plans must indicate the street address, the position of all proposed structures, the positions of tables/chairs/stage, the fire escapes and fire equipment, and details of the materials to be used in the construction of stalls.
4. Where the population of any tent exceeds 25 persons, at least two escape exits are required.
5. Seating, aisles and escape routes are to comply with SANS 10400 - 4.49.
6. For Temporary Seating Stands the requirements of SANS 1169 and SANS 10400 must be fully complied with in all respects. Where there are discrepancies or ambiguities between the two documents, the requirements of SANS 10400 take precedent. The recommendations contained in the report on Temporary Demountable Structures published by the Institution of Structural Engineers, London, should also be complied with.
7. Full details of cooking and washing-up facilities must be provided.

Conditions:

1. There must be a clear space of at least 4,5 metres on three sides of each tent to allow for a free means of egress and access for emergency equipment.
2. All tent fabric of compliance of a fire-resistant material or shall be treated with a fire-resistant solution of flame retardant. A copy of a certificate shall be signed by a Competent Person and shall be available on request.
3. No cooking, open flame or fires will be permitted in any tent or within five meters of any tent.
4. No smoking is permitted within a tent and 'NO SMOKING' signs are to be permanently displayed at all entrances.
5. Lighting and wiring installed in a tent must comply with the requirements set out in SANS 101 42 (All Parts) in such a manner that direct contact is not made with combustible material and the radiated heat does not pose an ignition hazard.
6. A maximum of 38kg LP Gas is permitted per tent (one 19kg supply container and one 19kg reserve container).
7. Fire extinguishers are to be provided at a rate of one (1) per every 100m² or part thereof.
8. Fire extinguishers to be placed in easily accessible and visible positions and shall be properly indicated with signage.
9. Population shall be in accordance with Occupancy Classification A1 of SANS 10400 or in accordance with the approved seating plan.
10. All emergency signage shall be SANS-approved and comply with SANS 1186 (All Parts).
11. Where emergency lighting is required, it shall comply with SANS 10400-4.30.
12. Access for the disabled shall be provided in accordance with Part S of SANS 10400.



FORM – 07

**APPLICATION FORM FOR EVENTS IN DRAKENSTEIN MUNICIPALITY
 APPOINTMENT FORM FOR COMPETENT PERSONS: TEMPORARY STRUCTURE**

Description of Project

Erf No.

Street Address

Suburb

I/We

of

Tel No Cell No

hereby confirm that * I/we have appointed
 (Name of appointed person)

in terms of Regulations A19(1) as the Competent Person for the work, duties and responsibilities in respect of the erection of the temporary structure, and *I/we understand and accept that the onus is on *me/us to:

- (i) inform the Competent Person when the work is due to start on site, and
- (ii) notify the local authority in writing should the appointment be terminated before the work for which this person was appointed is completed, and if considered necessary by the local authority to make another appointment.

Signature of owner(s) Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

I

of address Suburb

Tel No Fax No

continued



I undertake and accept full responsibility for:

- (i) the rational design in respect of the above project for the applicable temporary structure, and for the inspection of the work during construction/installation at intervals in accordance with accepted professional practice to check compliance with the approved design;
- (ii) providing the local authority with such drawings, details and particulars as are and may be required by these regulations;
- (iii) notifying the local authority in writing should:
 - (a) it appear that any work is being carried out in a manner which may endanger the strength, stability and serviceability of the building or any adjoining building, structure or property,
 - (b) my appointment be terminated before the work for which I was appointed is complete, and
- (iv) submitting to the local authority on completion of the work contemplated in Section 3, a certificate in terms of Section 14(2A) of the National Building Regulations and Building Standards Act, Act No 103 of 1977.

* Delete where inapplicable

SIGNATURE:

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Professional Registration Number

Professional Registration Category



FORM – 08

**APPLICATION FORM FOR EVENT IN DRAKENSTEIN MUNICIPALITY
 APPLICATION FOR PUBLIC FIREWORKS DISPLAY**

Venue / Location of Display	
Owner of Property	
Reason for Display	
Duration of Display	
Details of Fireworks (Pyrotechnics to be Used)	
Name of Pyro technician / Company / responsible person in charge of display	

NOTE :

- This application must be submitted at least 14 days prior to date of fireworks display and will be subject to such conditions as may be determined by the controlling authority.
- Application must include a sketch plan of venue / location indicating the firing point, spectator area, safety distances, etc.
- The person, company or organization responsible for the fireworks display shall supply Drakenstein Municipality with an indemnity in order to safeguard the local authority and its officials from any claims resulting in a loss of life, injury or damage to property that may result from the public fireworks display.
- In terms of the Explosives Act (Act 26 of 1956), permission must be obtained from the South African Police Services (Chief Inspector of Explosives), prior to the fireworks display taking place (copy to be forwarded to this office)

REMARKS:

Signature of Applicant: _____ Date: _____

An application fee of R0.00 is payable to DRAKENSTEIN MUNICIPALITY in respect of this application and the subsequent inspection.

For controlling authority: Signature _____ Date of Issue: _____

Name of issuing official: _____ Designation: _____



FORM – 9

**APPLICATION FORM FOR EVENT IN DRAKENSTEIN MUNICIPALITY
 CONSENT FORM**

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: PLANNING SERVICES

APPLICATION FOR AN EVENT

NB: 1. IT IS ESSENTIAL THAT THE AFFECTED ERF/FARM OWNER'S DETAILS ARE CLEARLY STIPULATED.

2. IT IS ESSENTIAL THAT THE AFFECTED ERF/FARM OWNERS ERF/FARM NUMBERS ARE INDICATED ON THIS FORM.

1. DETAILS OF THE AFFECTED PROPERTY OWNER (PERSON WHOSE PERMISSION IS REQUIRED FOR EVENT)

I _____, registered owner of Erf/farm number _____, have been shown the plans of the proposed event to take place on the above mentioned property. I hereby understand that the proposed event could possibly cause certain nuisances, if any. I however grant my consent for **(mark yes or no)**:

The event as proposed to take place on the above mentioned property for the

No	Yes
----	-----

_____ event on this day/s _____

In case of objection against proposed event, please explain the reason for objection below:

2. DETAILS OF THE AFFECTED PROPERTY OWNER (PERSON WHOSE PERMISSION IS REQUIRED FOR EVENT)

Full name: _____

Address: _____

Phone: (H) _____

(W) _____

Signature: _____

Date: _____



FORM – 10

**APPLICATION FORM FOR EVENT IN DRAKENSTEIN MUNICIPALITY
PAARL MOUNTAIN NATURE RESERVE: SPORTS AND RECREATIONAL EVENTS**

PLEASE NOTE: ENVIRONMENTAL IMPACT ASSESSMENT REQUIRED FOR SITE MANIPULATION IN CONSERVATION AREAS

Nature reserves are conservation areas protected by the National Environmental Management: Protected Areas Act (NEMA: PAA) 57 of 2003. This has a bearing on the type of activities that may be allowed and may vary within one nature reserve. In cases where extensive site manipulation will be required, Drakenstein Municipality reserves the right to request an environmental impact assessment by an independent environmental consultant and payment of a fee to ensure rehabilitation after the event has been completed. Timeous applications in these categories are therefore essential. The methods and extent of site manipulation/alteration must be fully described in the application.

EVENT PROGRAM	
Proposed event program (attach program to application)	
Time that event will be making use of reserve? (note gate times)	
ROUTE, USAGE & ORGANIZING TEAM	
Does the event start of end or both on any part of the reserve?	
Types of route markings to be used (please note no hay bales, chalk or danger tape will be allowed –markings that leave no trace are required)	
Organising team: Number of organisers, marshals, water points and vehicles that will be entering the reserve.	
MANAGEMENT OF POTENTIAL ENVIRONMENTAL OR OTHER IMPACTS	
Please describe any potential environmental damage/ impact to infrastructure or conservation components by hosting the event in the NR.	
How will the identified impacts be minimised pre- and post the event?	
Describe how the event may impact other visitors and how this will be minimised?	
How will waste / pollution be managed to minimise impact (i) Ablution facilities	
(ii) Litter and waste	
(iii) Noise	
(iv) Other	
Please provide details if any fires or flammables will be used, inclusive of how the fire risk will be managed.	



OTHER ASSISTANCE REQUIRED	
Please specify any other assistance required from the reserve staff?	
BRANDING, MARKETING & LOCAL COMMUNITY INVOLVEMENT	
Please describe the marketing/ exposure PMNR and/or the City of Drakenstein benefit from the event? Please indicate websites and social media addresses.	
Please describe how the local community will benefit from the event. Clearly state the beneficiaries if known at the time of the application.	
Additional Information (any other information relevant to event and not noted above)	



FORM – 11

**APPLICATION FORM FOR EVENT IN DRAKENSTEIN MUNICIPALITY
 PAARL MOUNTAIN NATURE RESERVE: FILMING & STILL PHOTOGRAPHY**

PLEASE NOTE: ENVIRONMENTAL IMPACT ASSESSMENT REQUIRED FOR SITE MANIPULATION IN CONSERVATION AREAS

Nature reserves are conservation areas protected by the National Environmental Management: Protected Areas Act (NEMA: PAA) 57 of 2003. This has a bearing on the type of activities that may be allowed and may vary within one nature reserve. In cases where extensive site manipulation will be required, Drakenstein Municipality reserves the right to request an environmental impact assessment by an independent environmental consultant and payment of a fee to ensure rehabilitation after the event has been completed. Timeous applications in these categories are therefore essential. The methods and extent of site manipulation/alteration must be fully described in the application.

PLEASE NOTE: The application form should be completed by the Production Manager in conjunction with the Location Manager (where applicable). The application will only be processed once a location recce with a reserve official has been completed and both parties satisfied. Note the specified and restricted list of locations available as per the Code of Conduct. Applications must be received 14 days prior to the date of shoot for Micro to Medium shoots and 1 month prior to the date of your shoot for High to Major shoots (categories on page 4 of Application form). The proposed script must accompany the application form.	
Full Name of Production Manager	
Full Name of Location Manager or Other Relevant	
Full Name and Contact Details of Environmental Control Officer (ECO) to be used.	
DATES / DURATION OF PROJECT: Supply accurate dates for commencement and finalization of project, as well as possible follow-up dates, or alternative dates due to inclement weather conditions.	
Date and specific times of location recce <i>(Please allow 2 working days' notice)</i>	
Has a copy of the script been attached to the application form? Yes/No	
PRODUCTION DETAILS: Please provide comprehensive information on the content of the project, as it will help us determine whether the activities could take place in a nature area	
Client or Shoot Name	
Type of Production (e.g. Stills for South African Fashion Catalogue)	



Storyboard details:		
PROJECT PARTICULARS AND POTENTIAL ENVIRONMENTAL IMPACTS FROM FILMING ACTIVITIES: <i>Please supply information on the particulars of the project and the potential environmental impacts which may arise from filming and related activities.</i>		
POTENTIAL IMPACTS	ENVIRONMENTAL	PROPOSED MITIGATION AND/OR MANAGEMENT MEASURES
Methods and extent of site manipulation/alteration, including damage to fauna, flora and rocks or any infrastructure on the site.		
Interference or hazard to visitors – will visitors be allowed on set? How will this be managed?		
How many crew members, models, caterers, etc.?		
Interference with wildlife		
Will animals or plants be brought into the area for filming purposes? If so, please provide details about the species (No domesticated animals. Only plant and animal species resident in the reserve).		
What are the possible impacts and how will it be managed?		
(i) Noise		
(ii) Ablution facilities		
(iii) Litter and waste		
(iv) Other		
Any interference or impacts when using an aircraft and or drone?		
Increased risk of fire – will fire or flammable substances be used? Please provide details on how it will be managed?		
Storage of equipment. How will equipment moved to and from and stored on location?		



Pre or post production impacts (describe activities if applicable)	
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AREA OF OPERATION:
 Indicate the specific conservation area / location of your preference. If possible also specify alternatives. Indicate the specific area of the conservation area where you would wish to operate, and also the point to which vehicular and crew access is required.

Conservation area in which project is to be undertaken (name of specific location, e.g. Paarl Rock, Nantes dam, etc. – please refer to approved list of locations available in the Code of Conduct)	
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Alternative site (if any)	
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SIZE OF PRODUCTION: *Number of persons and vehicles/vessels/aircraft involved in project:*
This is of crucial importance to the assessment of your project – please select one of the below options, by checking in appropriate box below each option.

<i>Major impact</i>	<i>High impact</i>	<i>Medium impact</i>	<i>Low impact</i>	<i>Micro impact</i>
Over 30 vehicles More than 60 people	16-30 vehicles 31 – 60 people	6– 15 vehicles 15 – 30 people	0 – 5 vehicles 15 or less people	One vehicle 0 - 8 people
A major impact shoot, includes Film and Stills Photography involving a road closure, and or filming activity in a public place/conservation area lasting more than five hours, and/or filming which is likely to impact upon a local community/nature reserve e.g. at night. *More than one ECO could be required	A high impact shoot includes Film and Stills Photography involving a road closure, and or filming activity in a public place/conservation area lasting more than five hours, and/or filming which is likely to impact upon a local community/nature reserve e.g. at night. *More than one ECO could be required	A medium impact shoot is defined as filming activity in a public place/conservation area lasting more than five hours, and/or filming which is likely to impact upon a local community/nature reserve e.g. at night. *One ECO could be required	Low impact shoot is film or still photography that does not involve the closure of a road, or is undertaken in a public place/conservation area requiring site occupation of no more than five hours. A Low Impact Shoot must not significantly impact upon pedestrian and vehicle movement. *One ECO could be required	A micro shoot is film or still photography that does not involve the closure of a road, or is undertaken in a public place/conservation area requiring site occupation of no more than five hours. A micro-shoot must not significantly impact upon pedestrian and vehicle movement. *One ECO could be required



<p>USE OF AIRCRAFT AND DRONES: Sections 46 and 47 of NEM: PAA refers to the restrictive access to and use of aircraft in a protected area. <i>In case where aircraft or drones will be used, the management authority requires the following be submitted with the application:</i></p>	
<p>The type and size of aircraft or drone to be used, e.g. class of RPA.</p>	
<p>Possible risks identified and mitigation measures included as part of a risk analysis, e.g. weather conditions.</p>	
<p>RPA vicinity, use of controlled/restricted/prohibited airspace, aerodromes, etc. A detailed flight plan inclusive of take-offs; descents and emergency landing locations. Proof of registration / Certification with the South African Civil Aviation Authority (CAA), for the pilot / operator AND aircraft / drone.</p>	
<p>BRANDING, MARKETING & LOCAL COMMUNITY INVOLVEMENT</p>	
<p>How will the shoot market and or assist in branding the Paarl Mountain Nature Reserve?</p>	
<p>How will the shoot ensure that the local community is either involved or derives a benefit directly or indirectly? Specify all beneficiaries.</p>	
<p>Any other additional requests?</p>	