

Guidelines for Staging Events within the Greater Knysna Municipality District

The following is the guidelines and requirements to stage an event in the Knysna Municipality which must be adhered to in the interest of public safety during the full duration of an event:

Application to Stage an Event

Any application to stage an event must be submitted to the Municipal Manager of the relevant local authority by the Organiser on an Application Form and adhere to the Events Application requirements.

Please consult the relevant documents and note the various minimum timeframes and other requirements.

On receipt of an application the Municipal Manager or designated person will inform all possible role-players. The nature of certain events may determine that applications should be submitted earlier, in these cases the organiser should practice due diligence and notify the Municipal Manager as early as possible.

Processions and/or Gatherings

(Note: The Events application does not facilitate approvals for Processions and/or Gatherings).

Should permission be required to have a procession and/or gathering an application must be submitted to the Municipal Manager in terms of Section 3 - Notice of Gatherings of the Regulation of Gatherings Act (Act 205 of 1993).

Events Guidelines

Please note the Events Application Form (Appendix A) and Requirements document must be consulted.

Erection of any type of structure Structures

In terms of Section 4 of the National Buildings Regulations Act (Act 103 of 1977), it is an offence for anyone to erect any type of structure without the prior permission of the local authority, and therefore approval must be obtained for the erection of temporary structures (e.g. marquees, stage, etc.) and a floor plan outlay must be submitted with such application.

Attached is a copy of the Application Form (Appendix B and C) for the temporary erection of a tent, exhibition stalls, temporary seating stand and stage in terms of Section 4(2) of the National Buildings Regulations Act (Act 103 of 1977) and the Community Fire Safety By-law.

Security Services

A registered security company that has been trained in events management must submit an integrated security operation plan in collaboration with the South African Police Services (SAPS).

The security company that has been contracted must conform to the Private Security Industry Regulation Act (Act 56 of 2001).

A letter of undertaking between the event organiser and the contracted security company is to be submitted to Events Office.

Public Safety

The responsibility for the safety of all present (VIP, public, staff assisting etc) lies primarily with the event organiser.

Law Enforcement Service

The law enforcement agencies (South African Police Services and the Municipal Law Enforcement Services) will maintain public order and prevent the transgression and committing of offences in terms of the Criminal Procedure Act (Act 51 of 1977) and the Regulation of Gatherings Act (Act 205 of 1993).

Disaster Medical Plan

An integrated Disaster Medical Plan must be submitted in accordance with the No. 2 of 2010: Safety at Sports and Recreational Events act, 2010.

A letter of undertaking must be submitted from the Emergency Medical Services provider contracted that such services have been requested and an agreement has been reached to provide a minimum level of medical services standby at the event.

Vendors

All vendors that will handle food must produce a valid health clearance certificate and/or comply with equivalent requirements; of the Eden District and conform to the Health Act (Act 63 of 1977).

Fire Works

The use and sale of fireworks are regulated by the Explosives Act (Act 26 of 1956), as well as the Regulations issued in terms of this Act. Chapter 10 of the Regulations regulates the use and exploding of fireworks.

In terms of Regulation 10.34 an application must be made via the local authority to the Chief: Explosives Officer of the South African Police Services in order to obtain the necessary permission to discharge fireworks (Application approval also subject to Part 172 of the Civil Aviation Regulations, 1997).

Fire Safety and Prevention

All fire safety related issues (e.g. use of gas cylinders, access and egress for emergency vehicles, etc.) must conform to the Community Fire Safety By-law, made under the Fire Brigade Services Act (Act 99 of 1987).

Electrical Power Supply

Should extra power supply be required; a request for the supply of temporary electricity must be submitted for the operation of the event (such details to be depicted on the floor plan outlay).

If a private company have been contracted such person and/or company must comply with the Electrical Installation Regulations (Regulations made under the repealed Machinery and Occupational Safety Act 1983 and now applicable under the Occupational Health and Safety Act 1993 (GN R2920, 23 October 1992 amended to GN 962, 20 May 1994).

All electrical installations must be approved by the Municipal Electrical Engineer.

Refuse Removal

The removal of litter and any form of debris at the conclusion of the event must be to the satisfaction of the local Authority.

The cleaning of the venue and collection of waste will be for the account of the organizer.

Fire Arms

In the interest of public safety and in accordance with Subsection (1) of the Firearms Act (Act 60 of 2000), no person may allow any firearm or ammunition into a firearm-free zone; or carry a firearm or ammunition in a firearm-free zone.

A police official may without warrant search the premises in a firearm-free zone if he or she has a suspicion (on reasonable grounds) that a firearm or ammunition may be present in the firearm-free zone.

Any person present in a firearm-free zone may be searched and any firearm or ammunition present in the firearm-free zone or on the person may be seized in contravention of a notice issued in terms of Subsection (1).

Banned Substances

The usage and selling of and cannabis and other banned substances is strictly prohibited in terms of Section 3, 4 and 5 of the Drugs and Drug Trafficking Act (Act 140 of 1992).

Liquor License

Application for a Temporary Liquor License must conform to the Liquor Act (Act 27 of 1989). Applications must be submitted to the local designated Police Officer of the South African Police Services within the precinct of jurisdiction.

Noise control

The volume of any amplified sounds must conform and comply with in terms of Regulation 7(2) of the Noise Control Regulations P.N. 627/1989, made under Section 25 of the Environmental Conservation Act (Act No. 73 of 1989) (See Appendix D).

Road Closures

Application for intermittent/temporary and/or full road closures for the scheduled event must conform to Section 22 of the Standard By-Law Relating to Streets [Provincial Notice No. 562 of 1987]

Should signage for no stopping, parking and other devices be required, this equipment must be in compliance with the South African Road Traffic Signs Manual.

Land Use Requirements

Application to be sought for temporary departure in Terms of Section 15(1)(a)(ii) of the Land Use Planning Ordinance (Act 15 of 1985) for usage of event other than the purposes the property has been zoned for.

Air Craft

In the event of aircraft operations (i.e. helicopter flights) such application must be submitted in terms of CAR 91.07.4 – Application for Non-Scheduled Helicopter flying operations.

Line-Controlled Kites, Model Aircraft, Captive and Unmanned Free Balloons

In terms of Part 101 the Operation of Line-Controlled Kites, Model Aircraft, Captive and Unmanned Free Balloons [GN R1664 of 14 December 1998] is prohibited.

Applications for exemptions must be sought via the local authority to the South African Civil Aviation Authority (to be read with General Operating and Flight Rules as prescribed in Part 91 of the Civil Aviation Regulations, 1997).

The special use of airspace (e.g. Tethered balloon (Blimps), Fireworks display, Search Lights, etc.) is subject to the approval of the CAA: Air Traffic Services in terms of Part 172 of the Civil Aviation Regulations, 1997 (See Appendix E).

Air Pollution

Any change in the environment caused by any substance emitted into the atmosphere from any activity, where that change has an adverse effect on human health or well-being or on the composition, resilience and productivity of natural or managed ecosystems, or on

materials useful to people, or will have such an effect in the future must be complied with in terms of the [2007 National Framework for Air Quality Management in the Republic of South Africa](#).

Temporary signs

Temporary signs (e.g. posters, etc.) capable of being attached to the municipal electrical light standards and/or pasted to fixed structures to advertise events must comply with the Local Authority: Outdoor Advertising and Signage By-law (Bylaw 5801).

Water Restrictions

Water restrictions in terms of the Eden District Water Services By-Law to Limit or Restrict the Use of Water [[GG 32811 \(14.12.09\)](#)] must be adhered to.

Additional Notes and Requirements:

Please consult the Municipal Manager for full requirements.

Indemnity Form

An Indemnity Form must be completed and submitted to the Local Authority in order for the Municipality to be indemnified against all actions, lawsuits, proceedings, claims, demands, costs and expenses arising out of the permission granted.

Attached find an Indemnity Form which must be completed with the Knysna Municipality Municipality in order for the Municipality to be indemnified against all actions, lawsuits, proceedings, claims, demands, costs and expenses arising out of the permission.

In addition the insurer must specify the insurance coverage for public liability with such insurance company and submits a letter of confirmation.

Service Charges and Tariffs

Charges will be levied in terms of staff costs, overtime and services.

Should any costs arise from any assistance rendered by any of the municipal services, the event organisers will be liable for payment thereof to the appropriate department/branch that rendered any specific service.

Public Participation

As part of the public participation process concurrences from the ratepayer/(s) association/(s) and/or ward councillor/(s) be submitted on behalf of the affected community/party/organization supporting the event must be submitted to the events co-ordinator.

Event Plan

The Organiser is responsible for the submission of an Event Plan prior to approval being granted for the staging of an event.

The Event Plan must be compiled through a cross-sectoral, multi-disciplinary process where all stakeholders are consulted. This function must be performed by an Event Planning Committee that must be convened by the Organiser in consultation with the Events Co-ordinator.

For a plan guideline see Attachment B.