



Events Application Checklist 2017

ACTIVITY		DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>
1.	Traffic Control	Traffic Control Layout/Plans		
2.	Parking	Parking Plan		
3.	Marque Tents	Structural Engineers Certificate		
4.	Music / Public Address	Noise Exemption		
5.	Catering	Health Certificates		
6.	Electricity	Certificates		
7.	Water	Certificates		
8.	Waste Removal	Waste Management Plan		
9.	Medical	Medical Plan and valid first aid certificates of first aiders		
10.	Ablution facilities	Plan/confirmation/number of facilities available and/or proof of payment of portable toilets		
11.	Insurance	Copy of Public Liability		
12.	Security	Safety Plan		
13.	Banners & Posters	Application via Ms Nkoane at the Planning & Development Department (nnkoane@knysna.gov.za)		

Contact List

Events Applications	Mr Richard Meyer (Chairperson) Ms Veronique Klein Mr Brian Cornelius	rmeyer@knysna.gov.za yklein@knysna.gov.za bcornelius@knysna.gov.za
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Fire Section	Mr Murro-Wayne Spies	mSPIES@knysna.gov.za
Solid Waste Section	Ms Natalie Salmons	nsalmons@knysna.gov.za
Electricity	Mr Mr Naki Mr L Williams	nnaki@knysna.gov.za / lwilliams@knysna.gov.za
Health Certificates	Mr L Herwels (Eden District Municipality- Environmental Health)	lindon@edendm.co.za