

APPLICATION TO HOST AN EVENT IN THE LANGEBERG MUNICIPAL AREA

FORM-01

2025

To be submitted 2 months prior to the event date.

Section 1: Event Information

NAME OF EVENT: _____

EVENT VENUE (Name & full address): _____

ERF NO. / FARM NAME & NO. (if applicable): _____

OWNER OF EVENT VENUE: _____ **CONTACT NO.:** _____

DATE/S OF PROPOSED EVENT: _____

SET-UP DATE: _____ **STRIKE DOWN DATE:** _____

TIMES OF EVENT (FOR EACH DAY): _____

SIZE OF EVENT:

NUMBER OF SPECTATORS (Per day): _____

NUMBER OF PARTICIPANTS (Per day): _____

Please tick the relevant box on the right:

SIZE OF EVENT		
Small	100-500	
Medium	501-2000	
Large	2001-5000	
Very Large	5001+	

TYPE OF EVENT (Tick relevant box) :

Sports / Action		Launch / Exhibition	
Concert / Music festival		Corporate / Private Party	
Charity Fundraiser / Run / Walk		Ceremonial Event / Annual ritual	
Carnival / Markets		Religious Festival / Religious event	
Street Bash		Cultural / Minstrel	
Night Market / Switch on of Festive Lights		Heritage Festival	
Wine Festival		Bikers Festival	
Film & Still shoots		Other (Please specify):	

BRIEF DESCRIPTION OF EVENT: _____

WARD/S NUMBER IMPACTED BY EVENT: _____

Section 2: Event organiser

EVENT ORGANISER / RESPONSIBLE PERSON: _____

NAME OF COMPANY / ORGANISATION: _____

PHYSICAL ADDRESS OF ORGANISER / COMPANY / ORGANISATION:

DESIGNATION: _____ **CONTACT NO.:** _____

EMAIL: _____

Section 3: Event Requirements (Tick relevant box)

1. VENDING / CATERING / FOOD STALLS: (Attach food certificate if applicable) Number of food stalls: _____	YES NO
2. LP GAS USE: (Attach gas certificate if applicable) If Yes, provide detail: _____	YES NO
3. ALCOHOL SALES / CONSUMPTION: (Attach license if applicable) Alcohol Sale / Consumption Hours: From _____ To _____ If indicated no, please be advised that no Alcohol will be allowed on the premise of the event.	YES NO
4. PUBLIC LIABILITY INSURANCE: (Attach insurance document)	YES NO
5. FIRE CERTIFICATE: (Attach fire certificate if applicable)	YES NO
6. STRUCTURES / STAGES / MARQUEES / TENTS: If yes, please complete SANS forms 1,2 and 4.	YES NO
7. GROUND DISTURBANCE: (e.g. driving pegs, marquee/stage anchors, etc. into the ground) If Yes, provide detail: _____	YES NO
8. AMPLIFIED SOUND / PA SYSTEM	YES NO
9. WATER If Yes, provide detail: _____	YES NO
10. ELECTRICITY If Yes, provide detail: _____	YES NO

11. SANITATION If Yes, provide detail: _____	YES NO
12. SOLID WASTE REMOVAL: If Yes, provide detail: _____	YES NO
13. WASTE WATER REMOVAL If Yes, provide detail: _____	YES NO
14. NEIGHBOURS CONTACTED:	YES NO
15. DOES THE EVENT REQUIRE LAND USE AUTHORISATION IN TERMS OF THE LANGEBERG LAND USE PLANNING BY-LAW, 2015?	YES NO

Section 4: Traffic management plan

1. ROAD CLOSURES REQUIRED: ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ ROAD NAME: _____ SECTION OF ROAD: _____ TIME/S: _____ _____	YES NO TCR
1. TRAFFIC CONTROL REQUIRED (TCR): Indicate by ticking the box next to the above-mentioned road name and section	YES NO
2. IMAGE OF ROUTE MAP (ATTACH) Please provide route map (graphic road map, Google map, etc) clearly depicting route, start and finish, race direction(if applicable), marshalling, road signage, refreshment points, road closures, etc.) If the road is going to be closed for more than two hours, please advertise this in the local newspaper / billboards (after approval of application is permitted) to make the community aware.	

ATTACHMENTS REQUIRED & RELEVANT CONTACT PERSON

(if applicable):

1. VENUE

The conditions of the Department of Community Services regarding the use of Municipal ground must be adhered to. Please refer to Community services policy.

2. VENDING / CATERING / FOOD STALLS

- Certificate of Acceptability (Food stalls)
- Business License / Hawkers License

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

Contact Mr J van Zyl: 023 626 8313 ; jacques@capewinelands.gov.za (COA)

Contact Ms T Danti: 023 626 8200 ; tdanti@langeberg.gov.za (Business License / Hawkers License)

3. LP GAS USAGE

- LPG Competency Certificate

4. ALCOHOL SALES / CONSUMPTION

- Liquor License

Note: **The granting of an Event Permit by the Langeberg 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.**

5. FIRE CERTIFICATE

Contact Mr N Mdluli ; 023 626 8200 ; nmdluli@langeberg.gov.za

6. PUBLIC LIABILITY INSURANCE

7. STRUCTURES/ STAGES / MARQUEES / TENTS

Contact Mr J Dos Santos (Langeberg Municipal Building inspector) ; 023 614 8000 ; jdsantos@langeberg.gov.za

8. ELECTRICITY

Contact Mr R Bouwer (Langeberg Municipal Electricity) ; 023 626 8266 ; rbouwer@langeberg.gov.za

9. SANITATION

- Proof of sanitation facilities on site / Temporary public toilet rental quotation/order.

10. WASTE WATER REMOVAL

To confirm requirements for events on farms, Contact BREEDE GOURITZ CATCHMENT MANAGEMENT AGENCY (Worcester) ; 023 346 8000

For contractors to dispose sewage at Municipal Sewer Works Contact Mr C Posthumus: 023 615 8000 ; cposthumus@langeberg.gov.za

11. SOLID WASTE REMOVAL

Contact Mr G Slingers (Solid Waste Management) : 023 616 8000 / 084 601 6463

12. SITE PLAN (Indicate all activities as requested in Waste site plan and Disaster site plan)

13. DOES THE EVENT REQUIRE LAND USE AUTHORISATION IN TERMS OF THE LANGEBERG LAND USE PLANNING BY-LAW, 2015?

Contact Ms. T. Brunings (Town Planning) : 023 614 8000 ; tbrunings@langeberg.gov.za

14. CONSENT FROM OWNER OF PROPERTY / MUNICIPAL PARKS & NATURE RESERVES

– Attached consent letter and/or an approval permit issued for the use of Municipal Parks & Nature Reserves.

15. NEIGHBOURS CONTACTED/ NOTIFIED - Attached proof

16. INDEMNITY FORM (FORM 2)

17. DISASTER MANAGE PLAN / SAFETY PLAN (FORM 3)

Complete the Disaster management plan:

Additional attachments to the Disaster plan

- Medic certificate and/or ambulance approval letter
- Registration of Security Company / Guard certificate
- Fire Certificate

18. WASTE MANAGEMENT PLAN (FORM 4)

19. TOURISM OFFICES - ACKNOWLEDGEMENT OF EVENT LETTER (FORM 5)

20. SAPS EVENT CATEGORIZATION FORM (ESSENTIAL)

21. ERECTION OF BUILDING/STRUCTURE FORMS

- Attach **SANS** Form 1 & 2 (Declaration and Application form)
- Attach **SANS** Form 4 (Certificate of completion)

22. PROOF OF EVENT PAYMENT

23. ROAD CLOSURE

For all Langeberg Municipal Road closures contact Ms S Jansen 023 615 8000 ; sjansen@langeberg.gov.za

LANGEBERG EVENT BANKING DETAILS

Bank: **ABSA**

Account name: **Langeberg Municipality**

Account number: **105 000 00 08**

Branch number: **3345513**

Type of account: **Cheque**

The following reference number must be used:
9/223-602-11912

Proof of payment must be submitted with the application.

Fees applicable as of 1 July 2025 (vat incl.):

Small event 100 to 500 people	R500.00
Medium event 501 to 2 000 people	R1 500.00
Large event 2 001 to 5 000 people	R2 000.00
Very large event 5 001 and more people	R2 500.00

PLEASE NOTE: SUBMISSION OF THIS APPLICATION DOES NOT MEAN LANGEBERG 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.