

EVENT REQUIREMENTS (2025)

Submit your application in this sequence

Answer Yes, No or Not applicable in the box on the left.



<u>YES / NO / N/A</u>	SUBMITTED - LANGEBERG EVENT APPLICATION FORMS:
	FORM 1 – Langeberg Event Application
	FORM 2 – Langeberg Indemnity form
	FORM 3 – Langeberg Disaster Management Plan
	FORM 4 – Langeberg Waste Management Plan
	FORM 5 – Langeberg Tourism Association Acknowledgement Letter
	<u>Proof of Payment</u>

<u>YES / NO / N/A</u>	SUBMITTED - LANGEBERG SAPS & TRAFFIC SERVICES FORMS
	<u>Inform local SAPS offices</u> Ashton ashtonsaps@saps.gov.za Bonnievale bonnievalesaps@saps.gov.za McGregor mcgregorsaps@saps.gov.za Montagu montagusaps@saps.gov.za Robertson robertsonsaps@saps.gov.za <u>Apply for SAPS Event Categorization</u> Lt Col J Crous, Capt. Foster and AC P Perumal wc.majorevents@saps.gov.za 021 466 0222, 021 466 0220 and 021 466 0224 <i>This application takes time, submit as soon as possible</i>
	<u>Langeberg Municipal Road closures/Traffic control:</u> All Municipal Road closure/Traffic control applications must be submitted to Sameulita Jansen sjansen@langeberg.gov.za Contact 023 615 8000. <u>Documentation to submit:</u> - Application for a Temporary Street Closure and/or - Application for an Intended Gathering Supporting documentation as follows: • Proof of payment • Langeberg Event application approval letter • Map and route description • Neighbours consent • Permit from Provincial Traffic (if applicable) <i>An applicant may only apply for road closure once the Event is approved by the Municipal Events department. Applications for Road closure/Traffic control must be submitted a minimum of 7 workdays prior to the upcoming event.</i>

	Inform Provincial Traffic Services if any Provincial Roads are to be used or crossed during the event. This includes gravel and subsidiary/minor roads. <i>This approval can take some time so please submit as soon as possible</i> Jose Lombard jose.lombard@westerncape.gov.za 021 483 4177 9 Dorp Street Cape Town 8001 Simone Bosse Simone.Bosse@westerncape.gov.za 021 483 2341 Sandile Sojiji Sandile.Sojiji@westerncape.gov.za 021 483 5397 Swellendam Provincial Traffic Services: <u>MONTAGU, ASHTON AND BONNIEVALE</u> Francios Stuart Francios.Stuart@westerncape.gov.za 0285141185 Worcester Provincial Traffic Services: <u>ROBERTSON AND MCGREGOR</u> Mbulelo Giba Mbulelo.giba@westerncape.gov.za 023 342 2357 Cape Winelands District Municipality Roads Department Basil Batt basil@capewinelands.gov.za Provincial Road Closure/Traffic control: <u>Documentation to submit:</u> Applications to stage an event should be submitted to: Tal.activitypermits@westerncape.gov.za along with the supporting documentation as follows: • Proof of payment • Map and route description • Traffic accommodation plan • Event background
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<u>YES / NO / N/A</u>	INFORMED SITE OWNER & AFFECTED NEIGHBOURS(PROOF)
	<u>Consent letter</u> from the site owner(s) to utilize the premises and/or; A <u>permit from Langeberg Community Services in the case of Municipal Nature Reserves.</u> Contact Mari-Louise Lamprecht mlamprecht@langeberg.gov.za or 023 626 8200 A <u>permit from Langeberg Community Services in the case of Municipal Parks.</u> Contact Michelle Hucklesby MHucklesby@langeberg.gov.za or 023 626 8200 The applicant should make a booking with Facilities in the case of Community Halls or Community Sportsgrounds. Contact Jenifer Matyana jmatyana@langeberg.gov.za or 023 626 8200
	<u>Consent</u> from affected neighbour/s supporting the event

<u>YES / NO / N/A</u>	SUBMITTED – SITE PLAN AND MAP
	Colour site plans of the venue including erf/farm numbers and the positioning of toilets, first aid station, refuse bins, firefighting equipment, food stalls, selling of alcohol etc.
	Colour route maps for trail running, MTB challenges, enduros etc. MUST be included This must include erf/farm numbers with farm boundaries Applications will not be processed if the above is not included in the application
	Temporary Structures: which includes stages, stands, marquee tents, Bedouin tents etc SANS Form 1 and Form 2 must be completed and included with the application SANS Form 4 must be completed by a competent person, only once the temporary structure has been erected.

<u>YES / NO / N/A</u>	SUBMITTED ENVIRONMENTAL MANAGEMENT AND PLANS
	An Environmental Management Plan (EMP) must be submitted to Cape Nature for approval. This approval must accompany the application. An EMP is applicable where events use single tracks, jeep tracks, river courses, erosion prone areas, sensitive areas and wetlands as examples. Corne Claassen cclaassen@capenature.co.za or 087 087 3897 or 082 496 2449 Aphiwe Kwinana akwinana@capenature.co.za or 087 087 8663
	Breede Gouritz Catchment Management Agency (BGCMA) must be informed of any event taking place near a water source, river, dry riverbed, wetlands, tributaries etc Elkerine Rossouw erossouw@bgcma.co.za or 023 346 8000
	Water Quality: If the venue is not receiving water directly from Langeberg Municipality, then the water quality in terms of SANS 241:2015 must be submitted. This might entail taking a water sample.
	Temporary Toilets: If temporary toilets are to be used during the event, then the following information must be included in the event application: - The number of units and the location (see colour site plans) - Name of service provider - Where will the waste be disposed of? If within the Langeberg Municipality, then arrangements must be made with Carel Posthumus cposthumus@langeberg.gov.za or 023 615 8000. - If the disposal takes place outside of the Langeberg Municipal area, then the contractor must provide proof that such disposal has been authorized
	Medical Waste: If first aid / medical services are to be provided during the event then the following must be provided. - Who is the service provider? - Information where the medical waste will be disposed of and authorization to dispose letter must be included Please note: NO medical waste may be disposed of in the Langeberg Municipal area.
	The Western Cape Noise Control Regulations dated 20 June 2013 must be adhered to during the entire duration of the event. - A basic Noise Reduction Plan must be included in the application form
	Fire Management Plan Contact Mr Nkosinathi Mdluli on nmdluli@langeberg.gov.za or 023 615 8911 and 023 615 8913

YES / NO / N/A	SUBMITTED - LICENSES, INSURANCE & OTHER APPLICABLE CERTIFICATES
	Proof of public liability insurance
	Liquor license must be submitted if alcohol is to be consumed or sold. Information can be obtained from Ms Charlene Vassen on Charlene.vassen@wcla.gov.za or 021 204 9768. Western Cape Liquor Board, 3 rd Floor, Sunbel Building, 3 Old Paarl Road, Bellville, 7530
	Food Stalls: All food stalls, both formal and informal must comply with health standards Certificates of Acceptability: Jacques van Zyl jacques@capewinelands.gov.za or 023 626 8313 Business licenses / Hawkers License: Ms Thandeka Danti tdanti@langeberg.gov.za or 023 626 8200
	Certificate of Conformity for Gas Installations Issued in terms of the Occupational Health and Safety Act, 1993 Must be completed by an authorized person for gas installations
	Medic certificate(s) / Approval of Ambulance services Attach First Aid Certificates and/or Proof of Medical Service Provider attendance.
	Fire Certificate Fire Protection Certificate (Building Compliance) Certificate of Service (Fire Fighting Equipment)

YES / NO / N/A	SUBMITTED – APPLICATION(S) TO ADVERTISE
	Posters: To apply for the displaying of Banner(s) contact Sameulita Jansen sjansen@langeberg.gov.za or 023 615 8000. Poster(s) may only be displayed 3 weeks (21 days) and must be removed within 3 days after the advertised event.
	Banners: To apply for the displaying of Banner(s) contact Sameulita Jansen sjansen@langeberg.gov.za or 023 615 8000. Banner(s) may only be displayed 3 weeks (21 days) Banner(s) must be collected from the Municipality within one week from the function.
	Other Outdoor Advertising: To apply for the display of temporary outdoor advertising e.g. Billboards contact Tracy Brunnings tbrunnings@langeberg.gov.za or 023 614 8000
	Tree Wrapping: Permission from Community Services Contact Michelle Hucklesby MHucklesby@langeberg.gov.za or 023 626 8200

NOTES

- The **SAPS Event Categorization** application form must be completed and submitted to Lt Col J Crous at wc.majorevents@saps.gov.za. His department will then issue an Event Categorization which must be part of the application. This process takes time so complete and submit timeously.
- Event applications must be submitted at least **2 MONTHS** before the event.