

## CHECKLIST FOR EVENTS APPLICATIONS IN STELLENBOSCH

NAME OF EVENT: \_\_\_\_\_

VENUE: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

CRITERIA		√		INSPECTIONS	
1.	Events application to host event in Stellenbosch	YES	NO	YES	NO
2.	Risk assessment template	YES	NO	YES	NO
3.	Section 6(3) application	YES	NO	YES	NO
4.	Events plan	YES	NO	YES	NO
The following to be checked:					
	• Security Plan	YES	NO	YES	NO
	• Sira certificate	YES	NO	YES	NO
	• Medical Plan	YES	NO	YES	NO
	• Parking /Traffic Plan	YES	NO	YES	NO
	• Evacuation Plan	YES	NO	YES	NO
	• Population Certificate	YES	NO	YES	NO
	• Population Certificate Application	YES	NO	YES	NO
	• Ticket Sales	Amount	YES	YES	YES
	Complimentary -tickets		YES	NO	YES
	Computicket		YES	NO	YES
	• Gate		YES	NO	YES
	• Public Liability Insurance		YES	NO	YES
	• Route map (if applicable)		YES	NO	YES
5.	Environmental Health: Application for a Certificate of Acceptability	YES	NO	YES	NO
6.	Waste Management Plan	YES	NO	YES	NO
7.	Noise exemption application needed?	YES	NO	YES	NO
If yes :					
	• Noise exemption application submitted	YES	NO	YES	NO
	• Noise exemption approved	YES	NO	YES	NO
8.	Local jobs created: Number of jobs: _____	YES	NO	YES	NO
	• If No, reason to be provided on separate page				
9.	Temporary departure needed?	YES	NO	YES	NO
If yes :					
	• Approval obtained	YES	NO	YES	NO
10.	Review needed	YES	NO	YES	NO

### FOR OFFICE USE ONLY - REMARKS

Name & Surname		Approve	Reject	Date	Signature
1.	SAPS				
2.	Stellenbosch Municipality				

Comments:

### FOR OFFICE USE ONLY - SAFETY INSPECTIONS COMPLIANCE APPROVAL

Name & Surname		Approve	Reject	Date	Signature
1.	Fire prevention officer				
2.	Event's organizer / Safety officer				

Comments: