



Under the provisions of section 156 of the Constitution of the Republic of South Africa, 1996 the OKHAHLAMBA LOCAL MUNICIPALITY, read in conjunction with section 11 of the Municipal Systems Act, 2000 (Act No 32 of 2000) enacts as follows:-

Okhahlamba Local Municipality: Events By-law

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Okhahlamba Local Municipality: Events By-law

Whereas the Okhahlamba Local Municipality recognizes that the hosting of events is a significant part of its competitiveness strategy and acknowledges that events have an important role in modern cities to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth;

Whereas the Okhahlamba Local Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

Whereas the Okhahlamba Local Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the effect of events in the Community;

And where as the Okhahlamba Local Municipality wants to ensure that events happen safely and securely in a coordinated manner in the Okhahlamba Local Municipality;

AND NOW THEREFORE, BE IT ENACTED by Okhahlamba Local Municipality, as follows:—

Chapter 1 Definitions and application

1. Definitions

In this By-law, unless the context otherwise indicates —

"Authorized official" means an official of the Okhahlamba Local Municipality authorized to implement or enforce the provisions of any other law;

"Municipal Manager" means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"Council" means the council of the Okhahlamba Local Municipality or any political structure, political office bearer, councilor or any staff member acting under council's delegated or sub-delegated authority;

"Event" means —

- (a) any sporting, recreational or entertainment event, including live acts;
- (b) any educational, cultural or religious event;
- (c) any business event including marketing, public relations and promotional, or Exhibition events; or
- (d) any charitable event, including any conference, organizational or community event

or any similar activity hosted at a stadium, venue or along a route or its precinct, that is planned, has a clear program, control and accountability, but excludes an event hosted by a private person held in his or her private capacity at any venue, or filming staged in terms of the By-law relating to Filming;

"Event organizer" means a person who submits an application to hold an event in terms of this By Law whether he or she submits the application for himself or herself or on behalf of another person, body or organization;

"Event Permit Officer" means the head of the Okhahlamba Local Municipality Disaster Management, Fire & Emergency Services or any other official delegated by him or her

"Law Enforcement Officer" includes members of the Okhahlamba Local Municipality Protection services;

"Permit" means a permit issued for the holding of an event in terms of section 5(3);

"Public place" means —

- (a) Any public land, square, public swimming bath, public resort, public recreation s zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam, or river;
- (b) Any public building, structure, hall, room or office including any part thereof and facility or apparatus therein, which is the property of, or possessed, controlled or leased by the Okhahlamba Local Municipality and to which the general public has access, whether on payment of admission fees or not;
- (c) Any nature conservation area including —

- (i) nature reserves;
- (ii) protected natural areas;
- (iii) nature conservation worthy areas;
- (iv) natural open spaces;

"Purpose-built venue" means a venue correctly zoned, built and suitable for the holding of specific events;

"Stakeholder" includes any person, organization or body who is affected or has a role to play in the management or holding of an event; "this By-law" includes the Schedules hereto;

"Venue" means any open space, enclosed or semi-enclosed temporary structure or permanent structure zoned in terms of the applicable legislation –

- (a) Within which a temporary or permanent structure may be erected, where an event is to be hosted; and
- (b) Which, for the purposes of any categorization, designation and certification of an event may consist of —
 - (i) Seating for spectators, attendees or an audience; or
 - (ii) A field of play or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event;

"Venue owner" means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events.

2. Application of this by-law

- (1) This By-law applies to any event held within the area of jurisdiction of the Okhahlamba Local Municipality, including events held on both private land and public places, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on the resources of the Okhahlamba Local Municipality and the surrounding community.
- (2) This By-Law does not apply to –
 - (a) Events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used; and
 - (b) Small events such as family and community events held on private property or purpose built venues, subject to any other legislation.

- (3) Notwithstanding subsection (2), the Events Permit Officer or a Law Enforcement Officer may —
 - (a) When the Events Permit Officer or a Law Enforcement Officer finds that this By-law is, or likely to be, contravened by an event organizer; or
 - (b) When a stakeholder affected by the impact and risk attached to an event files a complaint with the Event Permit Officer or a Law Enforcement Officer issue a compliance notice to the event organizer in terms of section 8 and act in terms of this By-law.
- (4) Purpose-built venues are excluded from this By-law in respect of events normally held in such venue, provided that -
 - (a) This exclusion does not apply to events or parts of events held outside the venue building, or which by their nature, size or impact are considered outside the normal use parameters for the venue; and
 - (b) Owners or managers of purpose-built venues must submit an application to the events permit office for approval of their events programs which shall be valid for one year.
- (5) The Events Permit Officer may, from time to time, issue directives regarding specific or special application process for any specific or special event which may vary in respect of the criteria referred to in section 6.
- (6) In the event of a conflict between this By-law and any other by-law or policy of the Okhahlamba Local Municipality this By-law shall prevail regarding the management and holding of events.

Chapter 2 Application process, requirements, decisions and enforcement

3. Submission of applications for approval to hold or stage events

- (1) An application to hold or stage an event must be made by the event organizer and submitted —
 - (a) By a person who is at least 18 years old;
 - (b) In a form as prescribed by the Events Permit Officer;
 - (c) Within the prescribed time frames; and
 - (d) By a person or on behalf of a person who possesses the necessary capacity and resources, as set out in the Schedule 1, to the events permit office.

- (2) The application must include all information required as indicated in the prescribed form and any additional information as may be requested by the Okhahlamba Local Municipality.
- (3) In the event of failure to submit the information referred to in subsection (2) an application will not be considered in terms of this By-Law and the Events Policy.

4. Requirements and conditions

- (1) No person may hold or stage any event without obtaining a permit referred to in section 5(3).
- (2) An application for an event must comply with the provisions of this By-law and contain such information as indicated in the prescribed application form as set out in the Schedule 2.
- (3) The event organizer may not advertise the planned event before an application is submitted to the Okhahlamba Local Municipality and the Event Permit Officer has informed the event organizer that the application has been approved in terms of section 5(1).
- (4) The Events Permit Officer must, in terms of the Events Policy depending on the nature of the event, ensure that consultation with relevant stakeholders identified by the Okhahlamba Local Municipality is undertaken by the event organizer.
- (5) The Council must, as part of its budgeting process in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determine tariffs and deposit payable for events.
- (6) The Okhahlamba Local Municipality shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-law, be held liable for any – (a) damage to or loss of any property of the event organizer; or (b) costs incurred by an event organizer or any third party.
- (7) The event organizer, or the venue owner in the case of a small event referred to in section 2(2) (b), shall be liable for the cost of any service provided by the Okhahlamba Local Municipality for or in respect of an event.

5. Decisions on events

- (1) The Events Permit Officer must approve or decline an application for an event in terms of this By Law, within a time period applicable to an event as set out in Schedule 1.
- (2) Once a decision has been taken in terms of subsection (1) the applicant must be informed thereof in writing.

- (3) Where an application for an event has been approved, the Events Permit Officer must issue a permit with conditions.
- (4) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing.
- (5) The event organizer must make sure that the permit is available at the venue for inspection at all stages and at all times of the event.

6. Criteria

The Events Permit Officer must ensure that applications for staging an event are considered in accordance with the following criteria, where applicable:

- (a) The type and size of an event;
- (b) Impact of the event in terms of the strategic fit to the Events Policy;
- (c) Impact of the event in respect of noise and amplified sound, traffic and logistical aspects, as well as marketing, economic, social and environmental objectives;
- (d) The proposed use of the land complies with the applicable zoning scheme and a conditions applicable thereunder;
- (e) The safety and security risk management of the event in respect of the event plan logistics, location, site design and other activities taking place near or at the event venue and other threats to the event;
- (f) Return on investment of the event, in cases where the event is sponsored fully or partly by the Okhahlamba Local Municipality; and
- (g) The event complies with all applicable legislation.

7. Holding of an event

Event organizers whose applications have been approved in terms of this By-law are responsible for the event and must ensure that —

- (a) The event is held in compliance with the provisions of this By-law and does not contravene any other law;
- (b) The conduct of persons attending an event and the activities undertaken or carry out at the event do not negatively impact on affected communities during such event;
- (c) Any compliance notice issued by the Events Permit Officer in terms of section 8 complied with.

8. Compliance notice

- (1) When the Events Permit Officer or a Law Enforcement Officer finds that a provision of this By-law is contravened by an event organizer or that a condition has arisen that has the potential to lead to a contravention of this By-law or any other law, he or she –
 - (a) May issue a compliance notice to the event organizer; or
 - (b) May, on receipt of information from an authorized official relating to the contravention of this By-law or any other law in respect of the holding or staging of an event, issue a compliance notice to the event organizer.
- (2) A notice issued in terms of subsection (1) must state —
 - (a) The provision of the By-law that is being contravened or will be contravened if the condition is allowed to continue;
 - (b) The measures that must be taken to rectify the condition; and (c) the time period in which the notice must be complied with.
- (3) If a person on whom notice was served in terms of subsection (1), fails to comply with the requirements of the notice, the Event Permit Officer, a Law Enforcement Officer or an authorized official may, for the purposes of this By-law, take such steps as may be necessary to rectify the condition at the cost of the event organizer.
- (4) A person who fails to comply with a compliance notice issued in terms of subsection (1) Commits an offence.
- (5) The Okhahlamba Local Municipality shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events –
 - (a) Keep a record of non-compliance and consider any appropriate action as may be required; and
 - (b) Require an increased deposit from the person for future events to be held or staged by such person.

9. Inspections and right of access

- (1) The Events Permit Officer, an authorized official or a law enforcement officer may conduct inspections of a venue after the submission of an application, during or after the staging or holding of an event to determine compliance with this By-law.
- (2) The Events Permit Officer or a law enforcement officer has a right of access to or over any venue for the purposes of —

- (a) Doing anything authorized or required to be done by the Okhahlamba Local Municipality under this By-law;
 - (b) Ascertaining whether there is or has been a contravention of the provisions of the By-law; and
 - (c) Enforcing compliance with the provisions of this By-law.
- (3) An Events Permit Officer, an authorized official, or a law enforcement officer may, by notice in writing served on the owner or occupier of any property, require such owner or occupier to provide, on the day and at the hour specified in such notice, access to such property to a person and for a purpose referred to in subsection (2).

10. Suspension and revocation of permit

- (1) The Event Permit Officer, may, where the event organizer fails to comply with a compliance notice issued in terms section 8, by notice in writing to the event organizer —
 - (a) Suspend the permit immediately until the event organizer has complied with the compliance notice;
 - (b) Revoke the permit and take such steps as may be necessary in terms of this Bylaw, and the event organizer shall be liable for any costs incurred thereby; or
 - (c) On receipt of information from a Law Enforcement Officer or an authorized official relating to failure to comply with a compliance notice, suspend or revoke the Permit of an event organizer.
- (2) The Okhahlamba Local Municipality may, where the Event Permit Officer has acted in terms subsection (1), withhold the deposit paid by the event organizer for an event as security for the payment of such costs.

Chapter 3 General provisions

11. Agreements and partnerships

- (1) The Okhahlamba Local Municipality may enter into such agreements and partnerships with event organizers as may be necessary for the holding and management of events in terms of this By-Law.
- (2) The Okhahlamba Local Municipality may, under an agreement or partnership contemplated in subsection (1), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the Okhahlamba Local Municipality.

- (3) The agreements and partnerships contemplated in subsections (1) must provide for service levels which must be met by the parties in order to ensure compliance with this By-law and the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- (4) Notwithstanding the provisions of this By-law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an event organizer may be liable in the event of non-compliance therewith.

12. Delegations

- (1) The Events Permit Officer may delegate any of the powers conferred on him or her in this By-law to any other official of the Okhahlamba Local Municipality.

The Events Permit Officer must, once an application for an event has been approved in terms of this By-law but before such approval is communicated to the event organizer, consult with the chairperson and manager of the relevant sub-committee of Council (where applicable) and the ward councilor (of the ward in which the event is to be held), and such consultation shall be deemed to be an approval in terms of the System of Delegations of the Okhahlamba Local Municipality.

13. Right of appeal

- (1) Parties to a dispute arising from a conflict in terms of this By Law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection (2)
- (2) The event organizer may appeal against a decision where his or her application to hold an event has been declined.
- (3) An appeal may be lodged in writing with the Municipal Manager within a period as indicated in Schedule 1 in relation to the type of event concerned.
- (4) The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable time-frames set out in Schedule 1.
- (5) An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 1 in relation to the type of event concerned.
- (6) The Municipal Manager may delegate any official of the Okhahlamba Local Municipality to consider and decide on appeals referred to in subsection (2).

14. Indemnity

- (1) The event specialized must provide —

- (a) evidence, to the satisfaction of the Municipal Manager, of appropriate indemnity cover and
 - (b) Where an activity which may put the public at risk will be involved, evidence to the satisfaction of the Events Permit Officer of appropriate specialized risk insurance, blanket liability or work cover.
- (2) The Okhahlamba Local Municipality shall not be liable for any costs, including any damage or loss, incurred or suffered as a result of an event held without an approval in terms of this By-law.

15. Offences and penalties

- (1) Any person who -
- (a) Holds an event without a permit, in contravention of section 4(1);
 - (b) Is an event organizer and whose application to hold an event has been approved fails to comply with any provision of this By-law or contravenes a provision of any other law relating to events for which the Okhahlamba Local Municipality is responsible for implementation and enforcement, in contravention of section 7(a);
 - (c) Fails to ensure that the conduct of persons attending an event and the activities undertaken or carried out at an event do not disturb the neighboring community and the residents, in contravention of section 7(b);
 - (d) Fails to ensure compliance with a notice issued by the Events Permit Officer or a Law Enforcement Officer in terms of section 8(1), in contravention of section 7(c) shall be guilty of an offence.
- (2) A person who commits an offence in terms of this By-Law shall, on conviction, be liable -
- (a) In the case of an offence referred to in subsection (1)(a) or (b), to a fine or to imprisonment for a period not exceeding twelve months, or to both such fine and such imprisonment;
 - (b) In the case of an offence referred to in subsection (1)(c), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding five years, or to both such fine and such imprisonment;
 - (c) In the case of an offence referred to in subsection (1)(d), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.

16. Short title & Commencement

This By-Law is called Okhahlamba Local Municipality: Events By-Law and comes into effect upon publication in the Provincial Gazette

Schedule 1

Schedule of events application timeframes

Subject to applicable criteria, the following timeframes below will apply:

SIZE	CROWD SIZE/NO OF PARTICIPANTS	MINIMUM TIME FOR SUBMISSION OF AN APPLICATION TO THE OKHAHLAMBA LOCAL MUNICIPALITY BY THE EVENT ORGANISER BEFORE THE DATE OF AN EVENT	MINIMUM TIME FOR THE OKHAHLAMBA LOCAL MUNICIPALITY TO RESPOND TO AN APPLICATION FOR STAGING AN EVENT	APPEALS TO BE LODGED BY APPLICANT WITH OKHAHLAMBA LOCAL MUNICIPALITY WITHIN	APPEAL TO BE DECIDED BY OKHAHLAMBA LOCAL MUNICIPALITY WITHIN
		[all required information relating to the application must be submitted in terms of section 3(2)]			
Small	50 to 2000	15 working days (3 weeks)	10 working days (2 weeks)	24 hours of receipt of written notice from the Okhahlamba Local Municipality indicating failure to resolve conflict	24 hours of receipt of written notice of appeal
Medium	2001-5000	20 working days (4 weeks)	15 working days (3 weeks)	48 hours of receipt of written notice from the Okhahlamba Local Municipality indicating failure to resolve conflict	Within 48 hours of receipt of written notice

Large	5001-10 000	25 working days (5 weeks)	20 working days (4 weeks)	48 hours of receipt of written notice from the Okhahlamba Local Municipality indicating failure to resolve conflict	Within 3 working days
Very Large	10 001-above	60 working days 3 months (minimum, 6 months ideal)	40 working days (2 months)	48 hours of receipt of written notice from the Okhahlamba Local Municipality indicating failure to resolve conflict	Within 5 working days

NOTE:

1. The timeframes do not include events applications where a land use planning approval is required i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.
2. If a small event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licenses and certificates of acceptability.

Schedule 2

Events requirements listing

Note: the Okhahlamba Local Municipality may request information additional to that listed as determined by the type and detail of the event

- a. Description of event: including type, date, venue, locality and number and profile of participants.
- b. Event Program: full details and times, plus contact details for person responsible for each aspect of event.
- c. Layout of event: including stages, marquees, catering, venue operation center etc.
- d. Zoning confirmation of the permitted land use or land use planning approval where necessary.
- e. Transport and Traffic Management Plans (T& TMP), which may include where applicable proposed road closures, route plan, parking, optimal public transport utilization, emergency access routes. The format of the T& T&TMP will be as prescribed by the Okhahlamba Local Municipality.
- f. Crowd Management Plan.
- g. Emergency and Contingency Plans: including medical, security, emergency, facility, evacuation.
- h. Event Communication Plan: including ticket selling strategy, accreditation.
- i. Community Participation Plan: including but not limited to contact with Councilor/s; Community/ Residents Organizations/Associations and Business Associations.
- i. Environmental Management Plan, including a rehabilitation plan, financial guarantee, or any applicable environmental or heritage permission.
- k. Integrated Waste Management Plan (including immediate precinct).
- l. Vendors/Caterers: list of details and use of liquid petroleum gas. (Okhahlamba Local Municipality Informal Trading and Okhahlamba Local Municipality Health By-Law requirements and related legislative requirements).
- m. Health requirements including: certificates of acceptability, vendor licenses, ablution facilities or mobile toilets.
- n. Completed application forms for: noise exemption and amplified sound (incl. public participation) and erection of stages/marquees. (Proof of submission of an application

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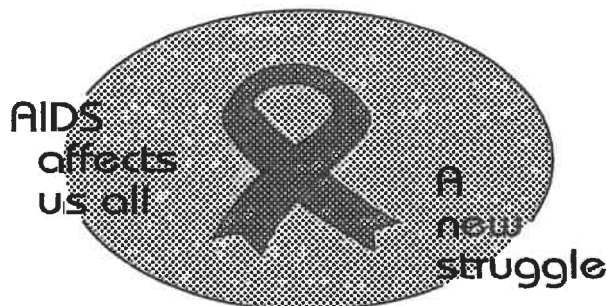
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for liquor license/s, fireworks application, civil aviation application as per the specific of the type of event)

- o. Okhahlamba Local Municipality services requirements: including electricity, water, waste management plan (during and after the event), transport, roads and storm water.
- p. Indemnity forms and public liability insurance confirmation letter.
- q. Written approval from venue owner/venue manager to the applicant authorizing the event organizer to the use of the facility/venue to host the event.



OKHAHLAMBA LOCAL MUNICIPALITY FIRE & EMERGENCY SERVICES BY-LAWS

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