



Do I need *a City Event Permit?*

To determine if you need to apply for a City Event Permit for your event answer the following questions:

- 1 Will there be any high-profile dignitaries (VIPs) at my event such as Heads of State, Government Ministers, royalty, etc.?
- 2 Will there be a stage that is higher than 600mm at my event?
- 3 Will there be a freestanding screen on top of my stage such as an LED screen TV wall?
- 4 Will there be any temporary lighting or other items hung from the ceiling/roof?
- 5 Will there be any temporary structures such as exhibition shell schemes, custom-built exhibition stands, tents, etc. constructed for my event?
- 6 Does my event have 250 or more guests?

If you answered yes to any of the above questions, then your event requires a city event application.



An event permit application is reviewed by the city's **Joint Operations Committee (JOC)** in terms of national legislation and city by-laws.

This committee will review your event permit application at one of their regular sittings and provide an **Event Compliance Certificate** after the event has been presented to them and approved.

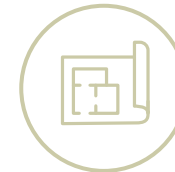
The following may be required for your event as determined by the JOC:



1. An appointed Safety Officer to be present at the event during buildup and breakdown for the duration of the event in order to minimise confusion.



2. Medics of various levels in accordance with SANS 10366 which is the Safety at Sports and Events Standard.



3. If you answered yes to any of the temporary structure questions, then you will also require a building control file ("blue file"). This file is prepared by a structural engineer and submitted by this engineer. The engineer will then also approve the structure once the structure has been erected.

The following process is followed to obtain a City Event Permit:

1

The appointed Safety Officer will gather all required documents under the following checklist from City of Tshwane JOC for the JOC file and the information for the presentation.



[click here](#)

City of Tshwane JOC Checklist

He / She will also obtain and complete the section 6(3) application and submit it for event risk categorization to the e-mail addresses included on the application.



[click here](#)
Section 6(3) application



2



The appointed Safety Officer will liaise with relevant service providers to obtain the necessary safety documentation required for the event e.g. engineer certificates, etc.

3



The appointed Safety Officer will obtain quotations, and appoint, other required services to render the event compliant e.g.: medics, engineers, etc.

Note: Event organisers and owners are governed by the following Acts and regulations: City of Tshwane by-laws; Safety at Sports and Recreational Events Act - SASREA (Act 2 of 2010); Regulation of Gathering Act 205 of 1993; Disaster Management Act (Act 57 of 2002); Environmental Health Act (Act 63 of 1977); Occupational Health and Safety Act (Act 85 of 1993); SANS 10366 -Health and Safety at Events Requirements etc.

CSIR ICC

City Event

Permit