

BRANDWEERDIENSTE / RAMPBESTUUR FIRE / DISASTER MANAGEMENT



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Date :

INTRODUCTION

The following is a list of regulations to obtain permission to host an event subject to all requirements by Overstrand Fire & Disaster Management that must be adhered to in the interest of public safety during the full duration of the event:

Any organiser of a special event must have a disaster management plan for the special event, and must provision for the following (**where applicable**):

THE FOLLOWING LIST SERVES AS GUIDE ONLY.

The following is a list of regulations to obtain permission to host an event subject to all requirements by the Overstrand Municipality that must be adhered to in the interest of public safety during the full duration of the event:

1. The erection of temporary structures (e.g. marquees, stage, etc.) and a floor plan outlay must be submitted for approval. Attached is a copy of the Application Form for the temporary erection of a tent, exhibition stalls, temporary seating stand and stage in terms of Section 4(2) of the National Buildings Regulations Act, Act 103 of 1977.

In terms of Section 4 of the National Buildings Regulations Act, Act 103 of 1977 it is an offence for anyone to erect any type of structure without the prior permission of the local authority, being Overstrand Municipality.

2. A qualified security company that has been trained in events management must submit an integrated security operation plan in collaboration with the South African Police Services (SAPS). The security company that has been contracted must conform to the Private Security Industry Regulation Act, Act 56 of 2001. A letter of undertaking between the event organiser and the contracted security company is to be submitted to Disaster Management Office.

3. The responsibility for the safety of all present (VIP, public, staff assisting etc) lies primarily with the event organizer. The law enforcement agencies (South African Police Services and the Municipal Law Enforcement Offices) will maintain public order and prevent the commission of offences in terms of the Criminal Procedure Act, Act 51 of 1977 and the Regulation of Gatherings Act, Act 205 of 1993.
4. A Disaster Medical Plan must be submitted, a letter of undertaking be submitted from the Emergency Medical Services provider contracted that such services have been requested and an agreement has been reached to provide a minimum level of medical services standby at the event.
5. All vendors that will handle food must produce a valid health clearance certificate and/or comply with equivalent requirements; and any additional environmental health issues to conform to the Health Act, Act 63 of 1977.
6. The use and sale of fireworks are regulated by the Explosives Act, Act 26 of 1956, as well as the Regulations issued in terms of this Act. Chapter 10 of the Regulations regulate the use and exploding of fireworks. Regulation 10.34 is of importance for policing purposes. Applications to be sought via the local authority to the Chief: Explosives of the South African Police Services in order to obtain the necessary permission to discharge fireworks (Application approval also subject to Part 172 of the Civil Aviation Regulations, 1997).
7. All fire safety related issues (e.g. use of gas cylinders, access and egress for emergency Vehicles etc.) to conform to the Overstrand Municipal Community Fire Safety By-law, made under the Fire Brigade Services Act 99 of 1987.
8. Should extra power supply be required; a request for the supply of temporary electricity must be submitted for the operation of the event (such details to be depicted on the floor plan outlay). If a private company have been contracted such person and/or company to comply with the Electrical Installation Regulations (Regulations made under the repealed Machinery and Occupational Safety Act 1983 and now applicable under the Occupational Health and Safety Act 1993 (GN R2920, 23 October 1992 amended to GN 962, 20 May 1994).
9. In the interest of public safety and in accordance with Subsection (1) of the Firearms Act 60 of 2000 no person may allow any firearm or ammunition into a firearm-free zone; or carry a firearm or ammunition in a firearm-free zone. A police official may search the premises in a firearm-free zone without warrant if he or she has a suspicion (on reasonable grounds) that a firearm or ammunition may be present in the firearm-free zone. Any person present in a firearm-free zone may be searched and any firearm or ammunition present in the firearm-free zone or on the person may be seized in contravention of a notice issued in terms of Subsection (1)
10. The usage and selling of cannabis and other banned drug substances is strictly prohibited in terms of Section 3, 4 and 5 of the Drugs and Drug Trafficking Act 140 of 1992;

11. Application for a Temporary Liquor License must conform to the Liquor Act 27 of 1989. Applications can be submitted to the local Designated Police Officer of the South African Police Services within the precinct of jurisdiction.
12. The volume of any amplified sounds must conform and comply the terms of Regulation 7(2) of the Noise Control Regulations P.N. 627/1989, made under Section 25 of the Environmental Conservation Act No. 73 of 1989.
13. Application for intermittent/temporary and/or full road closures for the scheduled event to conform to Section 22 – Processions of the Standard By-Law Relating To Streets [Provincial Notice No. 562 Of 1987, Dated: 2 October, 1987]. Should signage for no stopping, parking and other devices be required, these equipment must be in compliance with the South African Road Traffic Signs Manual.
14. In terms of the Regulation of Gatherings Act 205 of 1993 the local authority can at any time (should such a course be considered necessary or desirable by the Overstrand Municipality) withdraw or amend the permit.

EVENTS APPLICATION REQUIREMENTS:

15. The following information and documentation is required from ALL organizers of events wishing to host events in the Overstrand.
16. The timeous provision of the complete information will support and assist with the processing of the application, the approval and compliance with legislative requirements.

Size	Category (Attendee/ Participation size)	Minimum time before event to submit an application
Small	1-1000	60 days
Medium	1001 - 2000	90 days
Large	2001 - 5000	120 days
Very Large	5001 - above	180 days

Forms to complete:

17. a. Indemnity Form

An Indemnity Form must be completed and submitted to the Overstrand Municipality in order to indemnify the Municipality against all actions, lawsuits, proceedings, claims, demands, costs and expenses arising from permission granted. In addition, the insurer

specifying the insurance coverage for public liability with such insurance company should submit a letter of confirmation.

b. Population Certificate Application

Documentation to submit

18. An Event Plan including at least the following information:

(a) Description of Event:

Type of event: International, National, Local

- Date
- Duration
- Locality
- Venue
- On or near Key point/s or Restricted Area
- Anticipated number of spectators
- Participants attending event (including VIP/Artist)

(b) Event Program (full details and times, plus contact details for person responsible for each aspect of event)

(c) Layout of event (site layout):

- Stages
- Marquees
- Fencing
- Crowd Barriers
- Vendors
- Catering

- Lockdown
- VOC Location
- Ticket Selling Booths

(d) Transport Management Plan

- Road closures (and times)
- Parking areas
- Route Plan (if applicable)
- Emergency Access Routes
- Emergency Vehicle Parking Areas

(e) Emergency:

- Medical Plan
- Security Plan
- Departmental Emergency Response Plan
- Evacuation Plan
- Facility Emergency Plan

(f) Vendors / Caterers

- List of details
- Use of LP Gas

(g) Health requirements:

- Vendor Licence
- Food integrity

- Certificate of Acceptability
- Tobacco Control
- Ablution Facilities and/or Mobile Toilets

(h) **Completed Application forms for**

- Liquor Licence/s
- Erection of Stages/Marquees

(i) **Engineers certificate** (erection of temporary structure < 25 m2)

(j) **Indemnity form**

(k) **Population Certification Application form as well as floor plan outlay**

(l) **Public liability insurance**

19. Safety requirements for all events:
Please take note of the following aspects

a. Egress and Ingress

- Adequate means of escape to evacuate premises to a safe area for people present.
- Escape doors must be clearly indicated with photo luminescent signage and doors to have approved locking devices (as approved by the Local Authority).
- Escape routes to be unobstructed at all times. People should be able to walk safely along, clearly recognizable routes, by own unaided effort. Doors to open in direction of travel and maintained in satisfactory condition.
- Shows and exhibitions: Aisle width to be at least 3m and no trading to take place in aisle space.

b. Emergency Lighting

- Emergency lighting: In addition to the normal lightning arrangements, emergency lightning should be provided as determined by the fire safety representative. The emergency lightning supply should come from a source of electricity independent of

normal lightning to provide lightning to Exits signs located around the venue for directional purposes and located above the final exit doors.

- Emergency lighting to give sufficient light for at least 60 minutes.
- All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.

c. Electrical

- Electrical certificate of all electrical work done to be handed to Fire Safety Official.
- Electrical cabling to be covered with an approved ducting method or below ground level.
- Overhead cabling to be at least 2.1m high.

d. Temporary Structures

- Structural engineer to certify all structures including marquees, stages, stands, grandstands, screens, and suspended lights or sound equipment.

e. Fire Precautions:- Fire Safety

- Fire equipment to be clearly indicated, mounted and serviced annually.
- A 1m² clearance to be kept around fire equipment and to be accessible at all times.
- All fire equipment to confirm to SABS standards.
- Sprinkler Systems: The performance of sprinkler systems may not be impeded in any way.
- Open flames: Written permission must be obtained from Fire Safety.
- Braai areas: These should be demarcated and so positioned to limit smoke travel and fire risk.
- Liquid Petroleum Gas: Indoors a maximum of 1x 19kg cylinder or 2x 9kg cylinders may be used.
- Special effects and Pyrotechnics: Written application with a site plan to be submitted to Fire Safety.

f. Décor

- All combustible wood and additional material to be used for décor such as draping, curtains, partitions, and floor, wall or roof coverings where required, to be treated with a flame retardant. A certificate of proof to be presented to the Fire Safety Official.
- Curtains across exit doors should be arranged so as not to trail on the floor, they should be open from the centre and will only be permitted where stewards are present at all times. Fire Safety may limit the amount of coverings used for décor and prohibit the use in certain locations or insist on additional fire protection measures.
- Vehicles: A maximum of 10 litres of fuel is allowed in the fuel tank of a vehicle, in a display area. The battery of such vehicle must be disconnected.

g. Emergency Vehicles

- Adequate entrances and exits for emergency vehicles and staging area.

h. Public Parking

- Are parking areas for private vehicles safe? This must be addressed to minimise risk of fire spreading e.g. (dry vegetation).

i. Barriers

- If barriers or collapsible fencing is used the Disaster Management and Fire Safety Officials should be consulted as to the requirements.

j. Joint Operations Centre

- All relevant stakeholders to be notified of JOC meetings (Disaster management to co-ordinate).

k. Inspections

- Disaster Management and Fire Safety will conduct inspections prior to and during the event.

Fire Safety requirements for all events:

- (a) Adequate entrances and exits for emergency vehicles.
- (b) Parking areas for private vehicles. This must be addressed to minimize risk of fire spread.
- (c) Adequate means of escape to evacuate premises to a safe area for all people present.
- (d) Escape doors and all exits must be clearly indicated with photo luminescent signage and doors to have approved locking devices (as approved by the Local Authority). Escape routes to be unobstructed at all times. People should be able to walk safely along, clearly recognizable routes, by own unaided effort. Doors to open in direction of travel and should be maintained in satisfactory condition.
- (e) Fire equipment to be clearly indicated, mounted and serviced annually. A 1m² clearance to be kept around fire equipment. Fire equipment to be accessible at all times. All fire equipment to conform to SABS standards.
- (f) Emergency lighting: In addition to the normal lightning arrangements, emergency lightning must be provided as determined by the fire safety representative. The emergency lightning supply should come from a source of electricity independent of normal lightning to provide lightning to Exits signs located around the venue for directional purposes and located above the final exit doors. Emergency lighting to give sufficient light for at least 60 minutes. All parts of the venue to which people have access to should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.
- (g) Manually activated audible alarm systems to be in accordance with S.A.B.S 0139.
- (h) Electrical certificate of all electrical work completed, to be handed to Fire Safety Official for the event, temporary and permanent installation.
- (i) Electrical cabling to be covered with an approved ducting method or below ground level. Overhead cabling to be at least 2.1m high.
- (j) Structural engineer to certify all structures including marquees, stages, stands, grandstands, screens, and suspended lights or sound equipment.

- (k) All combustible wood and additional material to be used for decor such as draping, curtains, partitions, and floor, wall or roof coverings where required, to be treated with a flame retardant. A certificate of proof to be presented to the Fire Safety Official.
- (l) Curtains across exit doors should be arranged so as not to trail on the floor, they should be open from the centre and will only be permitted where stewards are present at all times.
- (m) The local authority "Fire Safety" may limit the amount of coverings used for decor and prohibit the use in certain locations or insist on additional fire protection measures.
- (n) Sprinkler Systems: The performance of sprinkler systems may not be impeded in any way. At any event where such building is sprinkle protected and a temporary roof structure is erected inside the existing building, the roof area may not exceed 2m². Where the roof exceeds this amount under roof protection to be supplied.
- (o) Open flames: Written permission must be obtained from Fire Safety.
- (p) Vehicles: A maximum of 10 litres of fuel is allowed (1/4 tank) in the fuel tank of a vehicle, in a display area. The battery of such vehicle must be disconnected.
- (q) Shows and exhibitions: Aisle width to be at least 3m and no trading to take place in aisle space.
- (r) Braai areas: These should be demarcated and so positioned to limit smoke travel and fire risk.
- (s) Liquid Petroleum Gas: Indoors a maximum of 1 x 19kg cylinder or 2 x 9kg cylinders may be used.
- (t) Special effects and Pyrotechnics: Written application with a site plan to be submitted to the Local Authority "Fire Safety".
- (u) If barriers or collapsible fencing is used the Fire Safety Official should be consulted as to the requirements.

Effective planning is concerned with prevention through:

- Identifying,
- Eliminating

- Controlling hazards and risks.

Thank you for choosing Overstrand to host your event.

Kind regards

Overstrand Disaster Management: Date:



INDEMNITY FORM

I, *(full name)*, *(Print)*

ID No.

In my capacity as

of *(full name of institution)*

being duly authorized hereto on behalf of institution with regard to

.....

.....*(state purpose/event)*

With full knowledge of such declaration, declare as follows:

I hereby indemnify the Overstrand Municipality against and hold it harmless from or any loss or damage, or all actions, proceedings or claims arising from the permission granted for the holding of the abovementioned event and / or arising from the negligence or gross negligence or any other cause whatsoever in connection herewith.

Signed this day of 20...., at

.....
SIGNATURE

.....
DATE

WITNESSES:

.....
SIGNATURE

.....
DATE

.....
SIGNATURE

.....
DATE

OFFICIAL USE					Population Certificate Application					The Chief Fire Officer Overstrand Municipality PO Box 26 Gansbaai 7221 Tel: 0283848315 Fax: 0283131493								
Date Received																		
PERMANENT										TEMPORARY								
Application No.																		
File No.																		
Application for a Population Certificate is made in terms of Section 21 (1) of the Community Fire Safety By-Law PN342/2006																		
Name of applicant										Telephone No								
										Cell No								
Name of business										Telephone No								
										Cell No								
Type of business, eg. bar, nightclub, restaurant etc																		
Street address:																		
Suburb:							Town				Code				Erf No:			
DETAILS OF PREMISES																		
How many floors does the building have?							How many floors are occupied by the venue for which this application is being made?											
Square metres of usable area per floor of venue Indicate name of area or floor and include sizes in square metres for each area / floor occupied by the venue in the spaces provided below.					Expected Population													
					Number of exits per area or floor Indicate exits per area / floor respectively in the spaces below													
Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor	Area / Floor					
m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²	m ²					
1) The controlling authority may refuse to issue the certificate applied for if the premises do not comply with the requirements of the National Building Regulations. 2) <u>The controlling authority may prescribe any additional conditions deemed necessary to render the premises safe prior to the issuing of the certificate.</u> 3) The certificate is only valid for the premises and duration of the existence of the business for which it is issued and is not transferable. 4) Determination of maximum population allowed is at the discretion of the Chief Fire Officer and subject to deemed to satisfy rules.																		
Signature of applicant																		
Date																		
Address																		
Name of Official																		
Signature																		
Date																		
A certificate fee of R is payable to The Overstrand Municipality in respect of this application and the subsequent inspection.																		