

To: EVENT ORGANISERS
From: DISASTER MANAGEMENT CENTRE DIVISION
Date: 29 September 2017
ENQUIRIES: F Kruger/ C Bodenstein
Ref. No.: SASREA

**DISASTER AND EMERGENCY
MANAGEMENT SERVICES DEPARTMENT**

3 Hawley Street
Bedfordview

DISASTER MANAGEMENT CENTRE DIVISION

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Dear Sir/Madam

Subject: EVENT APPLICATION

Please comply with the Safety at Sports and Recreational Events Act (Act 2 of 2010)

Mail this completed Section 6(3) application (application SAPS) form to gauteng.events@saps.gov.za. **NO PRESENTATION WILL BE ALLOWED WITHOUT THE CATEGORIZATION OF THE SAPS.**

See attached application form that must be completed and forwarded to this office.

Please apply to the EMPD for any road closure and include your Traffic Management plan in your application.

In terms of Section 4 (9) of the Safety at Sports and Recreational Events Act 2/2010, the Event Organizer must for an event categorized as LOW risk ensure the following:

- a Safety Officer is appointed for the event
- a written safety plan is prepared detailing safety measures, security measures, crowd management measures, motor vehicle parking arrangements and emergency medical measures including participant medical measures as contemplated in the National Health Act,
- the above measures are put in place, and
- the local police station is informed prior to the event of the event details
- a copy of the Safety Plan is submitted to the local police station
- the applicable by-laws as well as any other relevant Regulations and Legislations are complied with.

PLEASE TAKE NOTE THAT YOUR OPERATIONAL PLAN FOR YOUR MEDICAL PROVIDER MUST INCLUDE TRANSPORT OF PATIENTS.

Please take note that should the risk categorization change the requirements will also change.

Please take note that the organizer of the event (if some one else – this must be approved in writing) need to present the safety plan for your event to the SASREA committee of the

City of Ekurhuleni. This committee sits every Wednesday 08:30 at the Alberton Dispatching Centre, Swartkoppies Road, Alberton (behind the Metro Police offices).

Ensure that you make an appointment to present your plan. Your presentation must be done 21 working days before the start of your event.

Your event application will be considered according to the attached checklist.

**CHAIRPERSON
SASREA COMMITTEE
CITY OF EKURHULENI**