



Table Mountain National Park

*A Park for All, Forever 'n Park vir Almal, vir Altyd
iPaka yoluntu lonke ngonaphakade*

Application for Events, Ceremonies, Functions and Races in Table Mountain National Park

I/We the undersigned (the applicant) represented by (full names)

.....

Apply for permission to hold an event / function or race in Table Mountain National Park, managed by South African National Parks (SANParks), and if understand that if approval is granted, this will be subject to the conditions and regulations set out by SANParks and by the relevant legislation.

SANParks Reserves the right to not approve a permit for any event, ceremony, function or race if such event, function or race is detrimental to either the environment, facilities other visitors to SANParks or to the Organization itself.

Should the event, ceremony, function or **race** be filmed or photographed, I/We agree to acknowledge the national park above-mentioned, or South African National Parks, whichever is deemed appropriate by SANParks officials, in the published or broadcast version of the product created with this footage/material.

I/We, the undersigned agree on request by SANParks to provide one copy, free of charge, of the finished film/photographs in which the said national park has been featured to SANParks for the purposes of education and information only.

I/We agree to abide by the conditions set out in the National Environmental Management: Protected Areas Act 57 of 2003 and regulations made in respect of this Act, as well as any rules and regulations made by the Park Management in addition to the stipulated permit conditions
In particular the following shall apply:

- The instruction of SANParks staff, delegated officials and the Environmental Control Officer (ECO) shall be complied with at all times.
- No damage shall be permitted to any natural vegetation, environment or property.
- Fauna and Flora may not be disturbed, bothered, harmed or interfered with in any way
- SANParks normal activities and business operations are not to be interfered with in any way.
- The use of accepted roadways only shall be permitted. Please ensure that the indicated speed limits are not exceeded. No off-road driving or traffic disruption permitted unless stipulated in the permit.
- No parking shall be permitted in entrances to access roads, tracks or routes.
- All vehicles to be parked as per the permit. Parking to be within demarcated parking bays and shall not disrupt the use of the location by the general public or staff.
- Strictly no fires, smoke machines or audible generators will be permitted unless specified by the permit
- Visitors to the area may not be hindered in any way.
- The areas under the control of SANParks are used entirely at your own risk and SANParks shall not be liable for any claims, accidents, injuries, death or loss, etc. arising from such use.
- You are subject to Section 86(1) of the National Environmental Act; Protection Areas Act (Act 57 of 2003) for the duration of your filming in the National Park.
- Conditions on the permits may not be re-negotiated after the commencement of the shoot/once the permit holder has already transgressed the conditions of the permit: The decision of the Law Enforcement Officer/EMI at the scene is final based on conditions of the permit and the applicable legislation.
- Any application for an event, ceremony, **function or race** which will impact on residents or any City of Cape Town Property will require the Applicant to obtain permission for the relevant City of Cape Town Permit office in conjunction with acquiring permission from SANParks to conduct the event, ceremony, **function or race**. Applicant to be familiar with the relevant City

Events Bylaw (Gazette 6630 of 2009) and the Safety at Sports and Recreational Events Act of 2010.

- Conservation fees apply to all crew (including subcontractors) entries unless the permit specifies otherwise
- Proof of payment is required prior to a permit being issued
- Weather delays do not mean an automatic roll over of the permit to the following day or extension on times. Application must be made to the permit office for a new date.

Request to apply for an Event, Ceremony, Function or Event

APPLICANT INFORMATION	
Name of Company	
Address of Company	
Contact Telephone Number Land line and Cell phone	
Email Address	
Fax Number	
Vat Number if a company for invoicing purposes	
Name and Designation of person Authorised to sign the application	
PERMIT INFORMATION	
Please indicate	
Proposed date	
Function:	
Event :	
Race :	
Note : A Function for more than 30 people will require an Environmental Management Plan (EMP)	
All Events and Races require an EMP	
Please attach EMP to this application	
All races require a route map and route description, please attach	
Provide the Proposed name of the race, function or event	
Provide a list of race sponsors, if any	

LOCATION DETAILS	
<p>Detail Proposed Itinerary with dates and locations. Please include the time frame for each day requested (attach itinerary to application if necessary).</p> <p><i>Attach photos of proposed location</i></p>	
<p>Please indicate the total size of location/s you are requesting permission for? <i>Attach a map indicating proposed location layout</i></p>	
<p>What time does the event, race or function commence with set up?</p>	
<p>What time is will break down be complete?</p>	
STAFFING	
<p>Total Number of persons on site for event, function or race?</p> <p><i>This must include a breakdown of all people involved, including organisers, participants, marshals, catering crew, emergency crew, helicopter crew, invited media , retail crew, waste and clean-up crew, assembly crew and baboon monitors. List if there will be other crew not mentioned above and/or spectators</i></p>	
<p>Name of person in charge of event/ function or race on site?</p>	
EQUIPMENT	
<p>Will you be requesting permission to build or bring in equipment to the park? Mark Yes or No</p>	
<ul style="list-style-type: none"> <i>If Yes please provide a full spec of the equipment and indicate on the</i> 	

<p><i>map where the equipment will be located – as an attachment to this application</i></p>	
<ul style="list-style-type: none"> When will the equipment arrive on site and when will the equipment leave site. (set up and break down times)? <i>Indicate name and contact details if a separate company / crew is responsible for delivery</i> 	
<ul style="list-style-type: none"> Indicate how the equipment will arrive on site? 	
<ul style="list-style-type: none"> Indicate how long the equipment will be on site? 	
<ul style="list-style-type: none"> Is a crane /specialised equipment needed to assemble the equipment? 	
<ul style="list-style-type: none"> Will you want to erect any structures? If so describe nature and size of construction 	
<ul style="list-style-type: none"> Indicate structure location on the map 	
<p>Will you provide us with a structural engineer's clearance certificate once the structure has been erected? Note before the function, event or race may commence we will need a structural engineers certificate</p>	
<p>SPECIAL EFFECTS</p>	
<p>Will you be requesting permission for any special effects during the course of the event, function or race? Indicate Yes or No?</p>	
<ul style="list-style-type: none"> Indicate on map of location where special effect will take place – <i>attach map to this application</i> 	
<ul style="list-style-type: none"> Nature and Description of the special effect 	
<ul style="list-style-type: none"> Equipment required to create the effect 	
<ul style="list-style-type: none"> Safety precautions to be in place when special effect takes place 	
<ul style="list-style-type: none"> What time of day and duration the special effects will be used 	
<ul style="list-style-type: none"> List the potential impacts on the environment or other users in the area 	
<p>NOISE</p>	
<p>Will the event, function or race be making a noise of any kind? Yes or No: If so please indicate</p>	
<ul style="list-style-type: none"> Type of noise anticipated 	
<ul style="list-style-type: none"> Length of noise disturbance 	
<ul style="list-style-type: none"> Methods for creating the noise 	

ENTERTAINMENT	
Do you propose to have entertainment on site during the event, function or race? Yes or No ? If Yes indicate	
<ul style="list-style-type: none"> • Nature of the entertainment 	
<ul style="list-style-type: none"> • Time frame entertainment crew will be in site (includes set up and breakdown of equipment) 	
<ul style="list-style-type: none"> • Size of entertainment crew 	
<ul style="list-style-type: none"> • Number of vehicles required by the crew 	
<ul style="list-style-type: none"> • Will the entertainment make noise of any kind: if yes then indicate the kind of noise 	
TOILETS	
Will you be bringing additional toilets on site with you? Yes or No: <i>If so please indicate</i>	
<ul style="list-style-type: none"> • How many toilets do you propose to bring with you? 	
<ul style="list-style-type: none"> • Where do you propose to locate said toilets? Indicate on the map of the location 	
<ul style="list-style-type: none"> • What kind of vehicle will be delivering the toilets? 	
<ul style="list-style-type: none"> • When will the toilets arrive on the proposed site? 	
<ul style="list-style-type: none"> • When will the toilets be removed from the proposed site? 	
<ul style="list-style-type: none"> • How will the toilet facilities be secured, cleaned and managed? 	
WASTE	
Detail how you will manage the waste and litter you create on site?	
Will you be bringing in additional refuse bins to the site? Indicate Yes/No	
<ul style="list-style-type: none"> • If Yes - Indicate location on the map 	
<ul style="list-style-type: none"> • Number of proposed bins? 	
<ul style="list-style-type: none"> • Are they baboon proof? 	

<ul style="list-style-type: none"> • How will the bins be secured? 	
<ul style="list-style-type: none"> • How will smokers be managed on site? Note smoking is not permitted except in designated areas 	
<ul style="list-style-type: none"> • How will litter risks be managed on site? 	
<ul style="list-style-type: none"> • How will you manage clean up after the event, function or race ? 	
HELICOPTERS	
<p>Will you be requesting permission for a helicopter to be used as part of the event, function or race? Yes or No: If so please indicate : Note a TMNP staff Member is required on board all Helicopters overflying the park when filming is taking place. Requests other than over flight filming also need to be detailed here</p>	
<ul style="list-style-type: none"> • Size and Type of Helicopter 	
<ul style="list-style-type: none"> • Proposed flight route • <i>Attach Map of route and alternate route</i> 	
<ul style="list-style-type: none"> • If the helicopter is required to land indicate where on the map 	
<ul style="list-style-type: none"> • Where will you pick up the SANParks Staff member for the flight? 	
<ul style="list-style-type: none"> • Commencement time of flight 	
<ul style="list-style-type: none"> • Duration of flight 	
<ul style="list-style-type: none"> • Proposed helicopter company details 	
<ul style="list-style-type: none"> • Confirm you have done a reccie to ensure that the reccie is suitable for landings: Yes or No 	
<ul style="list-style-type: none"> • In event of emergency what is the protocol? 	
<ul style="list-style-type: none"> • If the weather changes what alternate route would you propose 	
<ul style="list-style-type: none"> • Will you be filming from the helicopter ? Stills or Live Feed? 	
VEHICLES AND VESSELS	
<p>Will Vehicles be used as part of the event/ race or function: please indicate Yes/No</p>	
<p>If Yes, please complete the following:</p>	
<ul style="list-style-type: none"> • Number of Vehicles: 	
<ul style="list-style-type: none"> • Type of Vehicles: 	
<ul style="list-style-type: none"> • Sedan, 4x2 or 4x4, trucks, cherry picker or crane 	
<ul style="list-style-type: none"> • Size , Make and Registration numbers of each vehicle to be used : • Attach list to application 	
<ul style="list-style-type: none"> • Will you require parking for the vehicles brought onto site? Is so indicate 	

<ul style="list-style-type: none"> • Number of parking bays required 	
<ul style="list-style-type: none"> • Time frame parking bays needed for 	
<ul style="list-style-type: none"> • Parking plan indicated on map 	
<p>Will you require parking outside of the park and if so have you gained approval from the City of Cape Town or other relevant authority, private landowner? Yes or No <i>Please attach approval</i></p>	
<p>Will your activities take place outside of demarcated areas (e.g. roads, car parks, paths? Yes or No</p>	
<p>Indicate on the map the proposed roads , car parks or tracks you wish to utilise</p>	
<p>Please note off road driving is not permitted/ i.e. No driving into the veld</p>	
<p>Will you be launching any vessels or kayaks during the event, function or race? If yes please indicate</p>	
<ul style="list-style-type: none"> • Number of kayaks or vessels 	
<ul style="list-style-type: none"> • How and where they will enter the park 	
<ul style="list-style-type: none"> • How many people will be on board 	
<ul style="list-style-type: none"> • Where do you propose to launch 	
<ul style="list-style-type: none"> • Where do you propose to exit the water 	
<ul style="list-style-type: none"> • Will you be stopping on route and accessing the beach? If so where 	
<ul style="list-style-type: none"> • Number of support crew involved 	
<p>CATERING</p>	
<p>Will you be requesting permission to bring catering or craft onto the proposed site/s? Yes or No :If so indicate</p>	
<ul style="list-style-type: none"> • Location of proposed Catering site on the map? 	
<ul style="list-style-type: none"> • Nature of proposed Catering? 	
<ul style="list-style-type: none"> • Time frame proposed catering crew will arrive on site? Includes arrival and pack up 	
<ul style="list-style-type: none"> • Name of proposed catering company 	
<ul style="list-style-type: none"> • Size of catering team 	
<ul style="list-style-type: none"> • Numbers for proposed catering 	
<ul style="list-style-type: none"> • Will you be using an open flame? 	
<ul style="list-style-type: none"> • Explain how the area will be managed with respect to problem animals such as baboons 	
<p>INTERVIEWS</p>	
<p>Will you be requesting interviews with SANParks employees? Yes or No : If so indicate</p>	
<ul style="list-style-type: none"> • Name and designation of employee 	

<ul style="list-style-type: none"> • Nature of interview 	
<ul style="list-style-type: none"> • Proposed time of interview 	
<ul style="list-style-type: none"> • Location for interview 	
<ul style="list-style-type: none"> • Note you need to submit questions in advance 	
SIGNAGE	
Will you want to put up signage/branding/advertising/directional signage? Yes or No? If Yes indicate	
<ul style="list-style-type: none"> • Type of signage : describe and give indication of size 	
<ul style="list-style-type: none"> • Indicate on map location of signage and number of signs? 	
<ul style="list-style-type: none"> • Time signs are to be put up? 	
<ul style="list-style-type: none"> • Time signs are to be removed? 	
<ul style="list-style-type: none"> • How are signs to be affixed? 	
RETAIL	
Will you have a retail section to your event, function or race? Yes or No?	
If Yes:	
Indicate on the map where you will locate the retail section? Detailing size of stands/s	
<ul style="list-style-type: none"> • Nature of proposed retail? 	
<ul style="list-style-type: none"> • Number of people involved? 	
<ul style="list-style-type: none"> • Time frame proposed retail crew will be on site? Includes arrival and pack up 	
<ul style="list-style-type: none"> • Indicate if structures are required and how they will be brought onto site. Plus if an assembly crew is needed 	
<ul style="list-style-type: none"> • Have you got the relevant city permits for the proposed retail? 	
<ul style="list-style-type: none"> • Will any of the money be donated to charity? 	
EMERGENCY PLAN	
Attach details of your emergency plan with special reference to fire management	
As per legislation: Will there be sufficient drip trays and fire extinguishers?	
Will there be generators required? Yes or no? If Yes indicate	
Will it be a blimped generator?	
Will there be fuel required on site?	
Will you be using gas cookers or any type of	

cooking equipment	
Provide details and contact number of person in charge of emergencies for your event, function or race	
ALCOHOL	
Will you be serving alcohol at the event, function or race? Yes or No?	
If yes have you the obtained the relevant permit from the City of Cape Town? Yes or No. Please note there are time frames involved in obtaining this permit from the City.	
SPECTATORS: Will there be spectators during the event, function or race? If yes indicate:	
How many spectators are you anticipating	
Indicate the location of your spectator sites and the numbers anticipated per site	
How will you demarcate these sites and how will you keep the spectators at these sites?	
Indicate if you will provide toilets for the site? If so how many and will they be serviced during the course of the event	
Do you foresee the spectators moving beyond the spectator sites into the park on foot? If so how will you manage this process?	
Will you have people managing these sites? If so how many?	
Where do you foresee the spectators parking and are these sites within the park?	
What information will you provide for spectators in advance?	
What are you going to do to reduce impacts that spectators will have on the park?	
Do you foresee the spectator sites creating noise? If so how will you manage this?	
How will you manage waste on the site/s?	
Will you be proposing to engage in any retail	

opportunities on the site/s? Provide details?	
Will you take out additional insurance to cover potential spectator damage?	
SECURITY	
Will you be providing additional security for the event, function or race? Yes or No? If yes indicate	
<ul style="list-style-type: none"> • Number of security crew? 	
<ul style="list-style-type: none"> • Will they be armed? Yes or No? If yes indicate with what? 	
FILMING AND PHOTOGRAPHY OF EVENT, CEREMONY, FUNCTION OR RACE	
Do you propose to take photographs or film the function, race or event? Yes or No? If yes indicate on map	
Location of film crew	
Size of film crew	
Proposed time frame on location from set up to break down	
FAUNA AND FLORA	
Will you be requesting to bring fauna or flora into the park for use in the event, function or race? Indicate Yes or No?	
<ul style="list-style-type: none"> • If so provide details of the species and their intended use. • <i>Note: No fauna and flora may be brought into Boulders and Cape Point</i> 	
<ul style="list-style-type: none"> • Attach the following documents pertaining to the plants/ animals as relevant : <ul style="list-style-type: none"> • Transport permit • Proof of the Inoculations certificate of the animal involved. • Veterinary certification and diseases tested for. • <i>Please note: plants to be checked for spores, diseases/fungi and seeds – letter that this is checked and the plant is free of spores, disease and seeds must be supplied.</i> 	
<ul style="list-style-type: none"> • Attach details of the animal handler who will be on set and copy of qualifications of handler and animal (e.g. dog training received etc.) 	
<ul style="list-style-type: none"> • How will animal be secured whilst on site? 	

<ul style="list-style-type: none"> Indicate on map where animal will be kept during the event, function or race? 	
<ul style="list-style-type: none"> Indicate on the map where the plants will be used during the event or function 	
ECO SERVICES	
Which ECO company Have you engaged?	
PUBLIC LIABILITY INSURANCE	
Do you have public Liability Insurance?	
Who is the insurer?	
Expiry date?	
What is the amount of the insurance?	

Code of Conduct for Event, Ceremony, Function and Race organisers

The use of SANParks locations are subject to Section 86(1) of the National Environmental Management: Protection Areas Act (Act 57 of 2003) for the duration of a visit in a National Park. Your permit must be retained and kept at all times, and produced on request. Failure to comply with permit conditions may result in prosecution or affect the future granting of such permits.

Regulation 20(1) provides that a person may not undertake any of the following activities in a special nature reserve, national park or world heritage site except pursuant to a licence, permit or agreement and subject to the payment of the appropriate fees between that person, or some other person, and the management authority:

- (a) the filming and simultaneous transmitting of photographic images by the use of a webcam or other image recording or transmitting device;
 - (b) the conducting of tours;
 - (c) the conducting of any kind of competition;
 - (d) the selling or hiring of goods or the offering of goods for sale or hire;
 - (e) the provision of, or the offering to provide, any service for a fee or reward;
 - (f) the conducting of speed trials;
 - (g) the conducting of research;
 - (h) an activity of any kind for the purpose of fund raising, personal gain or making a profit;
 - (i) any organised or special event, including sporting or cultural events; or
- Any application for an event, ceremony, function or race which will impact on residents or any City of Cape Town Property will require the Applicant to obtain permission for the relevant City of Cape Town Permit office in conjunction with acquiring permission from

SANParks to conduct the event. Applicant to be familiar with the relevant City Events Bylaw (Gazette 6630 of 2009) and the Safety at Sports and Recreational Events Act of 2010.

Never cause any damage or harm, to fauna and flora.

Do not interfere or disrupt natural processes.

Do not damage the habitat in any way.

Make sure that all information included in films is accurate and scientifically justifiable.

Enlist the help and heed the advice of experts when dealing with natural history

Do not disturb other users in the Park.

Comply with all instructions given to you by officials and law enforcement staff.

Comply with all permit conditions.

If a permit is granted to you and your team/ event participants, spectators and service providers to carry out requested event, ceremony, function, race or activity you agree that South African National Parks (SANParks), its directors, employees and agents are not liable to you or your team, event participants, spectators and service providers for:

- loss, damage or destruction of any property; or
- death or bodily injury to any person

even if caused by the negligence of SANParks, its directors, employees or agents.

By entering SANParks premises you and them or your and their heirs, executors and administrators also agree that you will indemnify SANParks and hold it harmless against any claim which may be made against SANParks as a result of such loss, damage, destruction, death or bodily injury.

I confirm that the above is a true and correct and within my personal knowledge

Signature of Applicant on behalf of _____

