



**FIRE SAFETY INSPECTORATE**

Tel: 023 348 9064 Fax: 023 347 1653 Email: [firesafety@bvm.gov.za](mailto:firesafety@bvm.gov.za)

**EMERGENCY: 023 342 2430**

**APPLICATION FOR A FIRE SAFETY CLEARANCE:  
MUNICIPAL TOWN HALL**

Full Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Setup Commences on: \_\_\_\_\_ (date)

Event starts on: \_\_\_\_\_ (date) and ends on \_\_\_\_\_ (date)

Target Audience (who is your event targeted at and/or what age group?): \_\_\_\_\_

Audience Expectation: \_\_\_\_\_ per day, and \_\_\_\_\_ for the entire event

Do you have Public Liability Insurance?      YES       NO

*It is hereby confirmed that the above information is accurate and that by making the application I understand the following applicable conditions:-*

- a. *That should it be determined that the event requires a Fire Department Official to do Fire Protection Duty at the event for the duration of the event that it will be subject to a Standby Tariff fee; or*
- b. *Should it be determined that the event qualifies as a Major Event that it may be subject to the full Major Event Risk Assessment where the Event Registration Tariff will apply.*
- c. *That the application is subject to compliance with the Fire Protection and Fire Safety Regulatory Codes and unless all requirements have been met that I understand that the Fire Department may not allow the event to proceed.*
- d. *That the Fire Department may not allow the application to proceed any further if such application is lodged outside the required time frame as prescribed by the Fire Safety Bylaws.*
- e. *That the use of the Town Hall is subject to a maximum population criterion which is dependent on nature of event and risk generated as well any other factor/s that may negatively impact on the safe exit of the audience.*
- f. *That should a Fire Safety Clearance Certificate be issued; that it may be cancelled at any time during the event and a Prohibition Order (stopping of event) may be issued if it is found that any unsafe condition exists or was allowed to develop where such unsafe condition is deemed to be dangerous to the safety of persons and/or the building itself.*

**Signature:** .....

**Date:** .....

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### Instructions for Payment and Fees Schedule

1. The Prescribed Application & Issuing Fee payable INCLUDING VAT is:- **R 490.00**
2. This Fee may be paid at any of the Municipal Treasury Offices found at the following locations:
  - a. De Doorns                      4 La Rochelle Street                      023 356 2102 /023 356 2105
  - b. Rawsonville                      17 Le Seur Street                      023 349 1201
  - c. Touws River                      Logan Street                      023 358 1192
  - d. Worcester                      53 Baring Street                      023 348 4941
3. Should you wish to make payment via **Electronic Funds Transfer [EFT] or direct deposit** ; please use the following details:-
  - a. *Account Holder* :                      **Breede Valley Municipality**
  - b. Bank :                      **ABSA**
  - c. Branch Code:                      **503107**
  - d. Account number:                      **01000010312**
  - e. Unique Reference :                      **1201704159**
4. Proof of EFT PAYMENT (Notification) must be sent to [firesafety@bvm.gov.za](mailto:firesafety@bvm.gov.za)  
*Please note that EFT's normally take at least two days to reflect on the Municipal Banking Account.*
5. Once Payment has been made (either manually or electronically); please bring completed form and proof of payment to the Fire Department (1 Mercer Street, Worcester). Inspections will only be scheduled upon receipt of necessary paperwork and proof of payment. Inspections are usually scheduled 14 days from date of receipt of application.
6. A Final Clearance Inspection will occur prior to actual event and unannounced inspections may be carried out during the duration of the event in order to ensure compliance is maintained.