



FIRE SAFETY INSPECTORATE

Tel: 023 348 9065 Fax: 023 347 1653 Email: firesafety@bvm.gov.za

EMERGENCY: 023 342 2430

APPLICATION FOR EVENT REGISTRATION AND FIRE SAFETY CLEARANCE

The following details must be completed by the person designated as the principal organiser for the event.

Full name of applicant: _____

Business name: _____

Office telephone #: _____ Office fax #: _____

Alternate contact #: _____ Email: _____

Type of event: _____

Event name : _____

Venue: _____ Venue size _____ m²

Set up commences on: _____ (date)

Event starts on the _____ and ends on _____ (date)

Target audience:
(who is your event targeted at and/or what age group?) _____

Crowd expectation: _____ per day; and _____ for 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:

- That the event risk assessment process will only commence once the Fire Department has received proof of my application and payment.*
- That the application is subject to the completion of the event risk assessment and unless all requirements have been met that I understand that the Fire Department may not allow the event to proceed.*
- 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.*
- That depending on the nature of the event and risk generated that a further cost for Fire Department to standby at the event for the duration of the event may be warranted.*

Signature: Date:

Instructions for payment and fees schedule

1. The prescribed application & issuing fee payable INCLUDING VAT is: **R 1 628- 16**.
 2. Should it be determined that Fire Department standby is necessary following the event risk assessment process, a further fee of **R342 per day (fee charged only from second day onwards)** will be applicable.
 3. Prescribed fees 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
 4. Should you wish to make payment via **Electronic Funds Transfer [EFT] or direct deposit**, please use the following details:
 - a. *Account Holder:* **Breedee Valley Municipality**
 - b. Bank : **NEDBANK**
 - c. Branch Code: **198765**
 - d. Account number: **1160755124**
 - e. Unique Reference : **1201704159**
 5. Proof of EFT payment (Notification) must be sent to fireadmin@bvm.gov.za
Please note that EFT's normally take at least two days to reflect on the Municipal Banking account.
 6. 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).
 7. The event risk assessment process will only commence after proof of application and payment has been received.
 8. In the event that the Fire Department does not approve your application for failure to comply with any of the requirements, **OR** should the organiser cancel the event for whatever reason, the municipality will retain an administration fee of R75 (seventy-five rand) before refunding your payment.
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