

CITY OF CAPE TOWN

BUILDING DEVELOPMENT MANAGEMENT

APPLICATION FOR THE ERECTION OF A TEMPORARY STRUCTURE IN TERMS OF NATIONAL BUILDING REGULATION A23 AND THE COMMUNITY FIRE SAFETY BY-LAW:

TENT STAND/STAGE EXHIBITION/STALL

Name of Applicant:
 (Person in Charge/Event Organizer/Owner)

Event Address:

Erf No:

Office use only: Application Details:

1. Application No
2. Receipt No:
3. Has all required information been furnished:

DEPARTMENTAL CLEARANCES REQUIRED FOR SCRUTINY PURPOSES

CHIEF OF FIRE AND EMERGENCY SERVICES	BUILDING DEVELOPMENT MANAGEMENT	OTHER

City of Cape Town
 Building Development Management

Approved:
 (Subject to the attached conditions)

For Director:
 Planning and Building Development Management

Approval period:

Lapse date:

CITY OF CAPE TOWN : BUILDING DEVELOPMENT MANAGEMENT

APPLICATION TO ERECT A TENT/EXHIBITION STALLS AND/OR TEMPORARY SEATING STAND/STAGE IN TERMS OF SECTION 4(2) OF ACT 103 OF 1977 AND BY LAW 11257 RELATING TO COMMUNITY FIRE SAFETY AND ANY AMENDMENTS THERETO.

I, the undersigned hereby apply for permission to erect a Tent/Exhibition Stalls and/or Temporary Seating Stand/Stage in accordance with the particulars given below and the plans attached hereto:

1. DETAILS OF THE APPLICANT (Person in Charge/Event Organised/Owner)

Full Name	
Postal Address	
Signature	
Telephone number	
Fax number	
e-mail Address	

2. DETAILS OF THE OWNER OF THE PROPERTY (IF DIFFERENT FROM THE APPLICANT)

Full Name	
Postal Address	
Signature (If this is not the property owner's signature, please attach a Power of Attorney or authority from the owner)	
Telephone number	
Fax number	
e-mail Address	

3. DETAILS OF THE PREMISES ON WHICH THE TENT/EXHIBITION STALLS AND/OR TEMPORARY SEATING STAND/STAGE IS TO BE ERECTED.

Address of Premises	
Erf number	

4. DETAILS OF THE PROPOSAL.

Indicate what the application is for: (tick appropriate block)	Tent	Exhibition Stalls	Temp Seating Stand/Stage
Is this a private event/function?			
Size(m ²) and dimensions of Tent and seating capacity of Tent or Stand.			
Use of Tent.			
Date and Duration of use of facility.			
Will the event occur during the hours of darkness, if so illuminated "EXIT" signs and emergency lighting and standby power to be provided.			
Are there cooking facilities, if so provide details including wash-up details.			
Is there an electrical power supply, if so a Compliance Certificate is required.			

5. CHECKLIST OF PLANS/DOCUMENTS ATTACHED BY APPLICANT.

	Attached	Not Attached
Letter/signature of registered owner of property		
Site Plan (minimum scale 1:200) See notes below.		
Drawings showing Structural Detail.		
Competent Person's Appointment Form.		
Fire Brigade access indicated.		
Details of any gas installation.		
Toilet facilities indicated and anticipated peak population.		

I, _____
 (Name of applicant/Person in Charge/Event Organiser/ Owner)

declare that the above information is to my knowledge correct.

Signature: _____ Date: _____

Important Notes:

1. The erection of any Temporary Seating Stand accommodating more than 110 people will require the appointment of a Competent Person.
2. The erection of a Tent that will accommodate more than 110 people will require the appointment of a Competent Person.
3. The site and layout plans (2 copies required) must indicate the street address, the position of all proposed structures, the positions of tables / chairs / stage, the fire escapes and fire equipment details of the materials to be used in the construction of stalls.
4. Where the population of any tent exceeds 25 persons at least two escape exits are required.
5. Seating, aisles and escape routes are to comply with SANS 10400 – 4.49.
6. For Temporary Seating Stands the requirements of SANS 1169 and SANS 10400 must be fully comply with in all respects. Where there are discrepancies or ambiguities between the two documents the requirements of SANS 10400 take precedent. The recommendations contained in the report on Temporary Demountable Structures published by the Institution of Structural Engineer's, London, should also be complied with.
7. Full details of cooking, wash-up facilities to be provided.

Conditions:

1. There must be a clear space of at least 4,5 metres on three sides of each tent to allow for a free means of egress and access for emergency appliances.
2. All tent fabric shall be of a fire resistant material or shall be treated with a fire resistant solution of flame retardant. A copy of a certificate shall be signed by a competent person and shall be available on request.
3. No cooking, open flame or fires will be permitted in any tent or within 5m of any tent.
4. No smoking is permitted within the tent and "NO SMOKING" signs are to be permanently displayed at all entrances.
5. Lighting and wiring installed in a tent must comply with the requirements set out in SANS 10142 (All Parts) in such a manner that direct contact is not made with combustible material and the radiated heat does not pose an ignition hazard.
6. A maximum of 38kg LP Gas is permitted per tent (one 19kg supply container and one 19kg reserve container).
7. Fire extinguishers are to be provided at a rate of one (1) per every 100m² or part hereof.
8. Fire extinguishers to be placed in easily accessible and visible positions and shall be properly indicated with signage.
9. Population shall be in accordance with Occupancy Classification A1 of SANS 10400 or in accordance with the approved seating plan.
10. All emergency signage shall be SANS approved and comply with SANS 1186 (All Parts)
11. Where emergency lighting is required it shall comply with SANS 10400-4.30
12. Access for the disabled shall be provided in accordance with Part S of SANS 10400.