



EVENTS LAND USE CHECKLIST

Please complete this checklist to determine if a land use application is required in terms of the Land Use Planning By-law for George Municipality (2023). If a property may as primary right host an event, then no land use application is required (on all properties other than residential - refer Addendum A).

Event and Venue Information

Event Name:

Business Name:

Event Date:

Property Description (Erf or Farm Number):

Event Type (Festival, Market, Wedding, Trail Run etc.):

Details of Applicant

Name:

Email:

Contact Number (s):

Details of Landowner:

Zoning of the property: _____

(GIS Viewer: <https://experience.arcgis.com/experience/6a2aff4189d04756866bdeca87b1d145/page/Main-Map/?views=Splash-Home-View>)

Is the event a primary right (if no, complete checklist): _____

(George Integrated Zoning Scheme By-law, 2023: <https://www.george.gov.za/george-doc-categories/documents/bylaws-and-regulations/planning-and-development/>)

Checklist

Please complete the checklist to determine if the event is compliant from a land use perspective. Should an applicant require any additional information, he/she can contact the Town Planning office (044 801 9477).

| Condition | | Compliance | |
|-----------|---|------------|----|
| | | Yes | No |
| a | The event shall be limited to celebrations such as birthday parties and weddings, bazaars, festivals, filming, promotional events, an outdoor market, or annual sporting events (this by implication excludes music concerts where amplified sound is used). | | |
| b | The operating hours of the event shall be from 06:00 to 22:00 and shall exclude the time needed to set up and remove the infrastructure and equipment for said event. | | |
| c | The event may not exceed 500 attendees, or the number permitted on the population certificate (including all staff, performers, and vendors) whichever is the lesser amount. | | |
| d | The activity may not involve amplified sound (it is accepted that a PA system is required for operations of the event). | | |
| e | Off-street parking shall be provided on the property concerned or on a property within walking distance thereof and specifically leased for the event. Off-street parking shall be provided at a ratio of at least 1 bay per 4 attendees including staff, and attendees shall be directed to such parking (to be confirmed by site plan). | | |
| f | The event organiser shall provide sufficient portable ablution facilities as may be required to serve the number of people attending (to be confirmed by site plan). | | |
| g | The event may not take place for more than three (3) consecutive days. | | |
| h | The event organiser shall ensure clearing of the event is completed within 24 hours of the end of the event. | | |

Note: The onus lies with the Applicant to provide proof of compliance with the above-mentioned conditions/checklist.

APPLICANT: _____
(FULL NAME)

SIGNED: _____

DATE: _____

TOWN PLANNING REQUIREMENTS FOR EVENT APPLICATIONS

1. Any event is interpreted as an 'Occasional Use' or a 'Function Venue' in terms of the George Integrated Zoning Scheme By-law (2023).
2. An Occasional Use is described as follows, in terms of the George Integrated Zoning Scheme By-law (2023):

Land use description: "*occasional use*" means a transient activity for a **specific occasion or event** that may include, but is not limited to—

- a) craft markets;
- b) circuses;
- c) religious gatherings;
- d) film shoots;
- e) builder's yards;
- f) seasonal camping sites; and
- g) other outdoor events.

Development parameters:

The following development parameters apply:

- a) The applicant must provide parking and toilet facilities to the satisfaction of the Municipality.
 - b) The transient activities may not extend for a continuous period of more than 30 days.
 - c) Notwithstanding paragraph (b) the Municipality may determine a longer period for a builder's yard.
 - d) The approval may be withdrawn by written notice to the applicant if any condition of approval is not complied with or if, in the opinion of the Municipality, the occasional use concerned creates a public nuisance.
 - e) The Municipality may limit the duration of the event and the number of events that may be held annually.
3. A 'Function Venue' is described as follows, in terms of the George Integrated Zoning Scheme By-law (2023):

Land use description: "*function venue*" means a building or structure used for **functions, weddings and expos** and may include a religious centre ancillary to the venue.

Development parameters:

Development parameters applicable to "agriculture" apply on a rural property, together with the limitation that any function venue in a rural area may not exceed a total floor space of 500 m², which includes all components of the venue.

4. An event is allowed in terms of the George Integrated Zoning Scheme By-law (2023), under the following land uses as a primary right (no need to apply to the town planning department for approval):

| Zoning | Land uses where an event is a primary right |
|----------------------------|---|
| Business Zone I | Business Premises (Place of Assembly – includes an occasional use) |
| Single Residential Zone IV | Incremental Settlement (Place of Assembly, Place of Instruction, Place of Worship, Public Open Space) |
| Community Zone I | Place of Instruction (Occasional use for religious gatherings, craft markets and events) |
| Community Zone II | Place of Worship (Occasional use for craft markets and events) |
| Open Space Zone I | Public Open Space (Occasional Use) |

5. An event is allowed in terms of the George Integrated Zoning Scheme By-law (2023), under the following zoning as a Consent Use (subject to a land use application/approval process):

| Zoning | Land uses where an event is a Consent Use right |
|---------------------|---|
| Agricultural Zone I | Occasional Use, Function Venue |
| Agriculture Zone II | Occasional Use, Function Venue |
| Business Zone II | Place of Assembly, Function Venue |
| Business Zone IV | Place of Assembly |
| Business Zone V | Function Venue |
| Industrial Zone I | Function Venue, Place of Entertainment |
| Industrial Zone II | Function Venue, Place of Entertainment |
| Open Space Zone IV | Function Venue |
| Resort Zone | Occasional Use |

6. Where an event is not permitted as a primary right under the zoning of the property, the owner will need to apply to and obtain approval from the George Municipality (Town Planning Department) for either a Consent Use right or a Temporary Departure right – in terms of Section 15(2) of the Land Use Planning By-law for George Municipality (2023) – before the event may be permitted.

Note:

Event organisers, that are planning more than one event on a property a year, are encouraged to make use of properties where events are permitted as a primary right. This will reduce red-tape and negate the need to obtain Consent Use or Temporary Departure approvals. These applications take at least 8 to 12 months to finalise and thus, event organisers will need to submit their applications well in advance of the event.

7. Notwithstanding the above, in terms of Section 12.(3) of the George Integrated Zoning Scheme By-law (2023), the Municipality **may permit one (1) occasional use activity for an event** that involves the gathering of people on a land unit in any use zone, excluding a residential zone, per calendar year **for which no land use approval from the Municipality is required**, provided that the following conditions are adhered to:
- (a) the events shall be limited to celebrations such as birthday parties and weddings, bazaars, festivals, filming, promotional events, an outdoor market, or annual sporting events;
 - (b) the operating hours of the event shall be from 06:00 to 22:00, and shall exclude the time needed to set up and remove the infrastructure and equipment for said event;
 - (c) the event may not exceed 500 attendees or the number stated on the population certificate including all staff, performers, and vendors;
 - (d) the activity may not involve amplified sound;
 - (e) off-street parking shall be provided on the property concerned or on a property within walking distance thereof and specifically leased for the event. Off-street parking shall be provided at a ratio of at least 1 bay per 4 attendees including staff, and attendees shall be directed to such parking;
 - (f) the event organiser shall provide sufficient portable ablution facilities as may be required to serve the number of people attending;
 - (g) the event may not take place for more than three (3) consecutive days;
 - (h) the event organiser shall ensure clearing of the event is completed within 24 hours of the end of the event; and
 - (i) the Municipality may request that the scale / extent of the event is depicted on a site plan;
 - (j) the event organiser must obtain comments from any interested and affected party and/or the surrounding neighbours identified by the Municipality;
8. If it is the owner's / event organiser's intention to host only one (1) event per year on a property, it is advised that he/she/they request permission from the Municipality in terms of Section 12.(3) of the Zoning Scheme as this is a much shorter process (i.e. if the event cannot be accommodated as a primary right in terms of the Zoning Scheme). The afore-mentioned request for permission can be submitted to town.planning.applications@george.gov.za . Owners / event organisers should allow for a least 21 days to obtain a permission letter from the George Municipality, calculated from date of submission of all required documents. The following documents must form part of the request for permission:
- Cover letter / motivating memorandum.
 - Title deed.
 - Power of Attorney (if the applicant is not the landowner).
 - Locality plan.

- Site layout plan.
- Completed checklist.
- Applicable certificates as proof of compliance with the checklist.

Note:

Consent Use and Temporary Departure applications should only be submitted if the event is not deemed a primary right under the zoning of the property concerned; and –

(a) the owner or event organiser intend to host more than 1 event on said property per year; or

(b) the proposed event does not comply with the conditions as set out in point 7 above.