



**NOTICE UNDER THE REGULATION OF GATHERINGS ACT, 1993
(ACT 205 OF 1993)**

To the Responsible Officer:

DD Nkhwashi (W.P Fourie)
Tshwane Metropolitan Police Department
Directorate: Road Policing
Section: Road Auxiliary Services (Events
Management office)

174 Visagie Street
Rondalia Building
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Pretoria
0001

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I (the convener / representing the convener) am aware of the provisions of the Regulation of Gatherings Act, 1993 (Act 205 of 1993) and wish to notify you in terms of section 3 of the said Act of an intended gathering.

The following particulars are applicable:

1. CONVENER

	FULL NAME(S) & SURNAME:	ADDRESS:	ID NUMBER:	TELEPHONE & FAX NUMBERS:	EMAIL ADDRESS & OTHER NUMBERS:
CONVENER				Tel: Cell: Fax:	
DEPUTY CONVENER				Tel: Cell: Fax:	

2. ORGANIZATION

The Convener is acting on behalf of: (Please state full details of organization)

3. THE GATHERING

3.1 The purpose of the gathering:

3.2 Gathering information:

TIME:	DATE:	DURATION:

3.3 Venue of the gathering: (Please state full details)

3.4 The anticipated number of participants to attend the gathering are

3.5 Our organization have appointed / intend to appoint (number) marshals for crowd controlling. (The list of names of these marshals is enclosed separately)

3.6 Procession / March:

3.6.1. State full details of the exact and complete route of the procession / march:

3.6.2 The participants will assemble at (time).....at (place).....

3.6.3 The procession will commence at (time).....at (place).....

3.6.4 The procession will end at (time).....at (place)..... and the participants will disperse at (time).....

3.6.5 The participants will be transported to the place of the assembly by (state mode of transport) and from the point of dispersal by.....

3.6.6 The number and types of vehicles to form part of procession are..... (Please note that generally no vehicles are allowed to form part of the march)

4. TIME OF NOTICE

If notice is given later than seven days prior to the gathering, please state the reason(s) why the notice was not given timeously:

5. PETITION

We wish to hand over a petition to: (Please state full details of organization & name of person to receive the petition)

6. OTHER FACTS PERTAINING TO THE GATHERING

7. GENERAL CONDITIONS

The information received in this application is to be used by the City of Tshwane Metropolitan Municipality employees. Access to this information is open to members of the public upon written application. The Municipality is to be regarded as the agency that holds the information.

You may make application for access or amendment to the information held by the Municipality. You may also request the Municipality to suppress your personal information from a public register.

The convener(s) must ensure that all participants and other role players adhere to the conditions set out by the TMPD as well as all applicable legislation.

The convener(s) must comply with all provisions of the Regulation of Gatherings Act, 1993 (Act 205 of 1993), the National Road Traffic Act, 1996 (Act 93 of 1996), the municipal traffic by-laws and all other legal provisions applicable to this occurrence.

The convener(s) and all participants must adhere to all instructions given by members of the Tshwane Metropolitan Police Department (TMPD) and South African Police Services (SAPS).

No marks may be made on the road surface or on any municipal property and there may be no tampering whatsoever with road traffic signs and marks.

Final arrangements between the convener(s) of the occurrence and the TMPD must be done five working days prior, if possible, to the occurrence.

No advertising sign, mark or poster may be displayed without the written permission of the General Manager: City Planning Division of the City of Tshwane Metropolitan Municipality (CTMM). (If and when the General Manager has given permission, an example of the approved advertising sign, mark or poster must be submitted to the Events Coordinating (Planning) Office at least five working days prior to the event).

The convener(s) is responsible for the clearing up and removal of all refuse left by participants at the venue of the occurrence. The Service Delivery Department of the CTMM could provide this service at current rates. Arrangements in this regard must be made at least five working days prior, if possible, to the occurrence with the Department concerned and proof of this must be submitted to the Events Coordination (Planning) Office.

The convener(s) must control all participants at the venue of the occurrence in order to prevent any obstruction to other traffic. (No support vehicle is allowed to drive in front, next to or at the back of participants).

The convener(s) must ensure that the starting / ending time of the occurrence is adhered to.

The convener(s) must complete and hand-in the official indemnity form of the TMPD at least five working days prior, if possible, to the occurrence to the Events Coordination (Planning) Office.

The organizer/company must be in possession of public liability insurance for the said event and proof thereof must be handed in at the Events Management Office of this Department.

The convener(s) is liable for the service delivery cost (as calculated by the TMPD) relating to the occurrence:

- (1) All payments must be done at Ground Floor, Rondaia Building, 174 Visagie Street, Pretoria.
- (2) A deposit of 50% of the full amount owing must be paid in at the TMPD at least five working days prior, if possible, to the occurrence.
- (3) Failure to pay the deposit (if applicable) will lead to cancellation of the said occurrence.
- (4) The balance of the full amount owing, must be paid in at the TMPD within five working days after the completion of the said occurrence.
- (5) Where payments have been made, proof thereof must be submitted to the Events Coordination (Planning) Office.
- (6) Failure to pay moneys owed to the TMPD will result in possible legal action.

The convener(s) may only appoint marshals who are at least 18 years old. Marshals must be identifiable and uniform. The convener(s) must further ensure that all marshals are present at the points where they have undertaken to provide a service. If, for some reason, a marshal does not arrive or cannot provide the service, it is the duty of the convener(s) to provide a substitute who will meet the requirements set out in this paragraph. The duties of appointed marshals are strictly limited to the protection of participants and to indicate the route, where applicable. (Marshals may not execute traffic control.)

The convener(s) must honour all agreements with the TMPD as well as adhere to all instructions relating to the occurrence.

The Chief of Police of the TMPD, or his representative, reserves the right to stop the occurrence or parts thereof if the conditions set out in this document are not met and / or if circumstances relating to the provisions of any act should require this.

I, the convener(s), hereby state that I have provided correct and true information and I further accept all the conditions as set out in this document and will adhere to them.

Signed at Pretoria on thisday of 2005.

..... (Signature & print name)
CONVENER