JOC REQUIREMENTS

1. Overview of the event
2. Floor plans, Site plans, gas plan/ Road Maps
3. Emergency contact numbers (organizers)
4. JOC requests (30 days notification)
5. Certificates of Approval for temporary structures and COC'
6. A Day Programme of the event and a list of VIP's attending the event.
7. Security plan, Parking plan & Medical plan
8. Disaster management and evacuation plan
9. Fire Safety (Application form)
10. Environmental Health (COA for caterer and noise control applications)
11. Traffic management plans, and indemnity form (JMPD)
12. Venue permission letters
13. Waste Management Plan
14. JRA Wayleave
15. Passenger liability for busses
16. Minutes of planning meetings before the event
17. Public Liability (Insurance for the Event)
18. SAPS and ward councilor confirmation letters
19. 8 Hardcopies (files) of your operational plans
20. NPO Number and Proof from SARS (certificate)
21. Proof Of Payment to relevant departments