

66 Pixley Ka Isaka Same Street Cnr. Rehana Moosa Str. Johannesburg 2001

P/Bag X70 Braamfontein South Africa 2017 Tel +27(0) 11 298 5000 Fax +27(0) 11 298 5178 www.jra.org.za www.joburg.org.za

JOHANNESBURG ROADS AGENCY

INFORMATION PACK FOR EVENT WAYLEAVE APPLICATION

(Prepared 10 October 2017)

COVER PAGE

METHOD STATEMENT

WAYLEAVE APPLICA	NT'S NAME:		SUBURB:			
SECTOR:						
(In the following section	ns mark the applicable b	oxes with an 'X' <u>)</u>				
TYPE OF EVENT:			SPORT OR RECREATIONAL EVEN	т 🛛		
	OTHER (DESCRIBE):					
DATE:	COMMENCEMENT DATE:		COMPLETION DATE:			
		(dd mmm yyyy)		(dd mmm yyyy)		
OTHER INFORMATIO	N:					

PROCEDURE FOR EVENT WAYLEAVE APPLICATION

STEP 1: EVENT ORGANISATION

<u>Purpose:</u> To define the relevant channel that the **Event Organiser** must use to obtain the City's approval for the event.

The following Acts govern <u>Gatherings</u> and <u>Sport and Recreational Events</u> so the **Event Organiser** must first determine if their event is classed as a <u>Gathering</u> or a <u>Sport and Recreational Event</u>. The following sections provide definitions of a <u>Gathering</u> and a <u>Sport and Recreational Event</u>.

- 1) The Regulation of Gatherings Act (Act No. 205 of 1993) regulates:
 - a) The holding of a public gathering and/or a demonstration at a certain place, including the provision for matters connected therewith, which covers:
 - i) Any demonstration by one or more persons, but not more than 15 persons, for or against any person, cause, action or failure to take action;
 - ii) A gathering that means any assembly, concourse or procession of more than 15 persons in or on any public road as defined in the Road Traffic Act, 25 1989 (Act No. 29 of 1989), or any other public place or premises wholly or partly open to the air:
 - (1) at which the principles, policy, actions or failure to act of any government, political party or political organization, whether or not that party or organization is registered in terms of any applicable law, are discussed, attacked, criticized, promoted or propagated; or
 - (2) held to form pressure groups, to hand over petitions to any person, or to mobilize or demonstrate support for or opposition to the views, principles, policy, actions or omissions of any person or body of persons or institution; including any government, administration or governmental institution;



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- b) The application for a gathering is submitted to the Authorised Member of the <u>Event Safety</u> <u>and Security Planning Committee</u> who is appointed by the National Commissioner of the South African Police Service.
- 2) The Safety at Sports and Recreational Events Act (Act No. 2 of 2010):
 - a) Recognises that the Government must:
 - i) Promote and protect the physical well-being and safety of all persons attending sports, recreational, religious, cultural, exhibitional, organisational or similar events as well as the safety of their property:
 - (1) At stadiums or other venues; and,
 - (2) Along a route in the case of a race, tour or procession.
 - ii) Protects the rights of persons who attend sports, recreational, religious, cultural, exhibitional, organisational or similar events.
 - b) The application for an event is submitted to the **Responsible Officer** who is appointed by the Local Authority, namely the City of Johannesburg.

The City of Johannesburg has decided that the application for approval of a <u>Gathering</u> or a <u>Sport and Recreational Event</u> must be submitted to the City's **Joint Operations Centre** (JOC) that shall process all such applications.

STEP 2: APPLICATION AND RISK ASSESSMENT

<u>Purpose:</u> For the **Event Organiser** to provide details of the <u>Gathering</u> or <u>Sport and Recreational</u> <u>Event</u> for evaluation and action by the City's **Joint Operations Centre**.

The **Event Organiser** shall complete and submit the <u>Application Form</u> and, for a sport and recreational event, also the <u>*Risk Assessment Form*</u>.

STEP 3: CONFIRM RISK ASSESSMENT

<u>Purpose:</u> For the **JOC** to review the application and confirm the risk assessment.

The **JOC** shall review the <u>Application Form</u> and, for a sport and recreational event, confirm the <u>Risk Assessment</u>. Then the **JOC** shall determine if road closures and/or traffic control and inform the Event Organiser of their decision.

STEP 4: APPLY FOR ROAD CLOSURES, TRAFFIC CONTROL AND WAYLEAVE

<u>Purpose:</u> For the **Event Organiser** to apply for road closures, traffic control and wayleave, in accordance with the JOC's directions.

The **Event Organiser** shall apply to JMPD for an assessment of the required road closures and traffic control.

The **JMPD** shall work with the Event Organiser to review the proposed event and recommend the proposed road closures and the traffic control measures to be applied, which shall be submitted to the City's Traffic Engineering Department for review.

The City's **Traffic Engineering Department** shall review JMPD's recommendation and either accept, modify or reject the recommendation. If rejected, or modified, then JMPD will be requested to modify their recommendation and resubmit. If accepted, then the recommendation will be returned to the Event Organiser for inclusion with a wayleave application.

The **Event Organiser** shall apply for an Event Wayleave and submit the application to the relevant Wayleave Office.

The **Wayleave Office** shall review the application and recommendation before either setting the conditions for an approved wayleave or rejecting the application.



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STEP 5: IMPLEMENT EVENT IN THE ROAD RESERVE

<u>Purpose:</u> For the **Event Organiser** to implement the event in accordance with the agreed plans.

The Event Organiser shall implement the event and comply with:

- a) The approved recommendation for the road closures and traffic control; and,
- b) The approved wayleave and associated conditions.

Within 24-hours of the completion of the event, which includes all clean-up activities, the **Event Organiser** shall submit a <u>Completion Notice</u> to the Wayleave Office.

STEP 6: FINAL COMPLETION

Purpose: For the Wayleave Office to review the compliance with the wayleave conditions.

On receipt of the <u>Completion Notice</u>, the Wayleave Office shall arrange for a site inspection with the Event Organiser to review compliance with the wayleave conditions. Any items to be rectified will be listed and the **Event Organiser** has three (3) working days to rectify these items.

Once all items are rectified, then the Wayleave Office shall issue a Completion Certificate.



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APPLICATION FORM FOR EVENT

Application is hereby made by the undersigned to work within the road reserve as detailed below. The Wayleave Applicant undertakes to do the work according to the latest edition of the *CODE OF PRACTICE FOR WORK IN THE ROAD RESERVE*, as contained in Schedule 2 to the *Public Road and Miscellaneous By-laws*, 2004.

The Wayleave Applicant agrees that:

- a) No work shall commence before a Wayleave is issued.
- b) The wayleave application fee is to accompany this application,

DETAILS OF PROFESSIONAL ENTITY RESPONSIBLE FOR APPLICATION:

NAME OF ORGANISATION:		
POSTAL ADDRESS:		
CONTACT PERSON:	Position:	
CONTACT TEL.:	CONTACT FAX:	E-MAIL:
MOBILE:	ID No.1:	PI INSURANCE. ¹ : YES D NO D
WAYLEAVE APPLICANT'S DE		
APPLICANT'S ORGANISATION:		
· · · · · · · · · · · · · · · · · · ·	CITY D EXTERNAL SERVICE AGENCY D	
POSTAL ADDRESS:		
CONTACT PERSON:	Position:	
CONTACT TEL.:	CONTACT FAX:	E-MAIL:
MOBILE:	PROJECT NO.:	SLA / ORDER NO.:

The following service agencies are aware that the applicant will be working within the vicinity of their services, have given the applicant their conditions for Working within the vicinity of their services and therefore have no objection to the applicant applying for a wayleave.

AGENCY		REMARKS/SIGNATURE/DATE
JRA Engineering	Traffic	
Johannesburg Police Departme	Metro ent	
JOC		

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Date Issued

City of Johannesburg Johannesburg Roads Agency

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WAYLEAVE EXPIRY DATE:

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Signature of Official

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Name of Wayleave Applicant

Signature of Wayleave Applicant

Date of Application

FOR JRA OFFICE USE ONLY						
Date Received	Name of O	fficial	Sig		e of Official	
(Mark the applicable boxes with an 'X')				U		
POSITION OF PROPOSED SERVICE IS APPROVED:	Yes 🗆	No 🗆				
METHOD STATEMENT IS APPROVED:	Yes 🗆	No 🗆				
TRAFFIC MANAGEMENT PLAN IS APPROVED:	Yes 🗆	No 🗆				
BACKFILL FOR ROAD CATEGORY:	Arterial, Co	llector, Distribut	or or Industrial Road	J I	_ocal Street □	
PROTECTED ROAD RESERVE:	Roadway I		Footway	F	Precinct D	None 🛛
PERMANENT REINSTATEMENT OF ROAD RIDING S	URFACE BY:		Road Authority	١	Nayleave Holder □	
APPROVED: YES INO I]	WAY	LEAVE NO:			

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Name of Official





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LIST OF REGIONAL WAYLEAVE REGISTRATION OFFICES

REGION	WAYLEAVE OFFICIAL	ADDRESS	CONTACT No.	E-MAIL
A	Vusi Radebe	No. 6 Dale Road, Corner Glen and Austin Road. Midrand	087 285 0014 076 602 1083	vradebe@jra.org.za
В	Siphamandla Mavuso	No. 1 Hanschoeman Road, Strydom Park	011 699 5326 083 279 4388	smavuso@jra.org.za
С	Daniel Matjeding Godfrey Legodi	159 Hamburg Road. Florida	011 298 2676 082 561 4804 082 726 5129	dmatjeding@jra.org.za glegodi@jra.org.za
D	Dolly Sefatlhe Doreen Jacobs	No.2 Jonas Moabi Street. Dobsonville.	011 988 0736 083 664 5328 082 330 1546	dsefatlhe@jra.org.za djacobs@jra.org.za
E	Khulu Ngcobo	15 Short Road, Norwood.	011 727 5336 082 726 5128	kngcobo@jra.org.za
F	Makhosi Ndaba Rhulani Ngobeni Tshepiso Matjie	185 Main Road, Newtown.	011 870 4200 082 726 5136 073 754 6476 079 484 0614	mndaba@jra.org.za rngobeni@jra.org.za tmatjie@jra.org.za
G	Montsho Mohapi Margaret Bereng	1 Calendular Street, Klipspruit. Soweto	011 947 1002/3/5 079 403 9445 082 555 2091	mmohapi@jra.org.za mbereng@jra.org.za
Traffic Engineering	William Mabotja	JRA Head Office 66 Pixley ka Isaka Seme Street Cnr Rahima Moosa Street Johannesburg 2001	011 298 5229	wmabotja@jra.org.za
Wayleaves Manager	Ntokozo Mkwebane	JRA Head Office 66 Pixley Ka Isaka Seme Street Cnr. Rahima Moosa Street Johannesburg, 2001	011 298 5274 083 566 7339	nmkwebane@jra.org.za



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SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2017/2018

(NOTE: Fees are revised annually as from 1 July)

Standard Activity	Unit of Measurement	New Tariff
Road Riding Surface	Square meter (m ²)	R 1 200.00
Backfilling	Square meter (m ²)	R 870.00
Paved Footways	Square meter (m ²)	R 545.00
DCP Testing (excluding transport, labour and administration)	Per test	R 185.00
Unpaved Footways	Square meter (m ²)	R 535.00
Kerbing	Linear meter (m)	R 805.00
Temporary Reinstatements	Square meter (m ²)	R 405.00
Wayleave processing fee	Sum per project application per suburb	R 735.00
Wayleave process fee for unplanned work (emergencies)	Sum per application per suburb	R 650.00
For Re-inspection where previous inspection had failed and work was redone	Penalty / Fine	R 2 500.00
Penalty for failed reinstatements done by own agent	Penalty / Fine	R 10 000.00



City of Johannesburg	
Johannesburg Roads Agenc	y

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PRACTICAL INSPECTION AND / OR COMPLETION FORM

Wayleave Number:

The JRA Inspector must sign this form. The signature is just for administrative control and by no means implies that the work has been done according to the specifications and conditions of the wayleave. The onus and responsibility of ensuring that the service has been correctly installed, is that of the applicant.

DESCRIPTION OF	WAYLEAVE	Date Issu	Date Issued:		
Street	From street	To street	Suburb		
NAME OF WAYLEA	VE HOLDER (responsible for	the erection / installation of the servic	e):		
COMPANY:		TELEPHONE No.: ())			
	COMPL	ETION NOTICE			
The Wayleave Office	e is hereby informed that an i	nspection for <u>Practical Completion</u>	<u>n</u> is required since:		
		ave has been completed accordir ce for Work in the Road Reserve			
Name: Wayleave Holde		Date:			
	INSPECTIO	N FOR COMPLETION			
SITE INSPECTION DET	AILS:				
DATE OF INSPECTION:					
SITE WORK COMPLETE	? Yes 🗖 No 🗖	SITE CLEAR AND CLEAN?	Yes 🔲 No 🗖		
WAYLEAVE COMPLETE	? Yes 🗖 No 🗖				
RE-INSPECTION REQUIR	RED? Yes 🗖 No 🗖	DATE OF RE-INSPECTION?	N/A 🗖		
Name:	Signed:	Date:			

JRA Inspector

COMPLETION CERTIFICATE

It is hereby certified that the site of the Work carried out in terms of the above Wayleave was inspected on the above date and that:

• The work has been completed.

AND

• The site has been cleared and cleaned.

OFFICIAL WAYLEAVE STAMP AND DATE WHEN COMPLETION CERTIFICATE ISSUED





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