

“The City of Heritage”



FIRE PREVENTION BY-LAWS

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The Council of Ulundi Municipality hereby, in terms of sections 11-13 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), publishes the Fire Prevention By-Laws for the Ulundi Local Municipality, as set out hereunder.

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CHAPTER 1: DEFINITIONS

1. Definitions

In this by-law, unless the context indicates otherwise-

"above ground storage tank"	means a tank situated above ground for the storage of a flammable liquid;
"automatic releasing hold-open device"	means a device used to hold open a fire door and operates on the detection of a fire to close the fire door;
"building"	means any structure, whether of a temporary or permanent nature and irrespective of the materials used in the construction thereof, erected or used for or in connection with: <ul style="list-style-type: none"> (i) the accommodation or convenience of human beings or animals; (ii) the manufacture, processing, storage or sale of any goods; (iii) the rendering of any service; (iv) the destruction or treatment of combustible refuse or combustible waste; (v) the cultivation or growing of any plant or crop; <ul style="list-style-type: none"> (a) any wall, swimming pool, reservoir or bridge or any other structure connected therewith; (b) any fuel pump or any tank used in connection therewith; (c) any facilities or system, or part or portion thereof, within or outside or incidental to a building, for the provision of a water supply, drainage, sewerage, stormwater disposal, electricity supply or other similar service in respect of the building;
"bund wall"	means a containment wall surrounding an above ground storage tank, constructed of an impervious material and designed to contain 100% of the contents of the tank;
"combustible material"	means combustible refuse, combustible waste or any other material capable of igniting;
"combustible refuse"	means any combustible rubbish, litter or other material that has been discarded;
"combustible waste"	means any combustible waste material which is salvageable, retained or collected for scrap or reprocessing;
"dangerous goods"	means a flammable gas, liquid or solid as contemplated in SABS 0228;
"division separating element"	means a building element or component which separates one area in a building from another and has a fire resistance of not less than that required by the National Building Regulations (T1) read with the SABS 0400;
"emergency evacuation plan"	means a plan specifically designed to aid in the evacuation of occupants from a building in the event of a fire or other threatening danger and assigns responsibility to various staff, indicates escape routes to be used and provides for general contingencies for a safe and quick evacuation from a building;
"emergency route"	means that part of an escape route that provides fire protection to the occupants of any building and which leads to an escape door;
"emergency vehicle"	means any fire, rescue or other vehicle intended for use at fires and other threatening dangers;
"escape door"	means the door in an escape route, which at ground level leads directly to a street or public place or to any approved open space which leads to a street or public place;
"escape route"	means the entire path of travel from the furthest point in any room in a building to the nearest escape door and may include an emergency route;
"escape route plan"	means a diagram indicating the floor layout, the occupant's current position and the route of travel to the nearest primary and secondary escape routes in the building, as well as the action to be taken in the event of a fire or other threatening danger;
"Fire Brigade Services Act"	means the Fire Brigade Services Act, 1987 (Act 99 of 1987);
"fire damper"	means an automatic damper and its assembly that complies with the requirements contained in SABS 193;
"fire door"	means an automatic or self-closing door or shutter assembly especially constructed to prevent the passage of fire for a specific length of time;
"fire extinguisher"	means a portable or mobile rechargeable container which has a fire extinguishing substance that is expelled by the action of internal pressure

	for the purposes of extinguishing a fire;
"fire hazard"	means any situation, process, material or condition which may cause a fire or explosion or provide a ready fuel supply to increase the spread or intensity of the fire or explosion and which poses a threat to life or property;
"fire lanes"	means the road, path or other passageway constructed or designated to allow access for emergency vehicles;
"fire protection system"	means any device or system designed and installed to- (a) detect, control or extinguish a fire, or (b) alert occupants or the fire service, or both, to a fire, but excludes portable and mobile fire extinguishers;
"fire wall"	means a wall that is able to withstand the effects of fire for a specific period of time as contemplated in the National Building Regulations (T1) read with SABS 0400;
"flammable gas"	as contemplated in SABS 0228, means a gas that at 20 degrees centigrade and at a standard pressure of 101,3 kilopascals: (a) is ignitable when in a mixture of 13% or less (by volume) with air, or (b) has a flammable range with air of at least 12 percentage points, regardless of the lower flammable limit;
"flammable liquid"	means a liquid, or mixtures of liquids, or a liquid containing solids in solution or in suspension that give off a flammable vapour at or below 60,5 degrees centigrade;
"flammable solid"	means a solid that is easily ignited by external sources, such as sparks and flames, solids that are readily combustible, solids that are liable to cause, or contribute to, a fire through friction or solids that are desensitized (wetted) explosives that can explode if not diluted sufficiently;
"flammable substance"	means a flammable liquid or a flammable gas;
"flammable store"	means a store that is used for the storage of flammable liquids and complies with the criteria set out in section 46 of this by-law;
"Hazardous Substances Act"	means the Hazardous Substances Act, 1973 (Act 15 of 1973);
"National Building Regulations"	means the regulations promulgated in terms section 17(1) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), and:
(a) "National Building Regulations (A2)"	means the provisions regulating the submission of building plans and particulars to the Municipality;
(b) "National Building Regulations (A20)"	means the provisions regulating the classification and designation of occupancies;
(c) "National Building Regulations (A21)"	means the provisions regulating the population of a building;
(d) "National Building Regulations (T1)"	means the provisions regulating general requirements for fire protection of a building, and
(e) "National Building Regulations (T2)"	means the provisions regulating the offences for non-compliance with the National Building Regulations (T1);
"National Road Traffic Act"	means the National Road Traffic Act, 1996 (Act 93 of 1996);
"non-combustible"	means a substance or material classified as non-combustible when tested in accordance with SABS 0177: Part 5;
"occupancy separating element"	means a building element or component which separates one occupancy in a building from another and has a fire resistance of not less than that required by the National Building Regulations (T1) read with the SABS 0400;
"Occupational Health and Safety Act"	means the Occupational Health and Safety Act, 1993 (Act 85 of 1993);
"operator"	means the person responsible for the use of a motor vehicle and who has been registered as the operator of such a vehicle in terms of the National Road Traffic Act;
"owner"	means: (a) in relation to premises, other than a building, either a natural or juristic person whose identity is determined by operation of law; (b) in relation to a building, either a natural or juristic person in whose name the land on which such building was or is erected or such land, as the case may be, is registered in the deeds office in question; (c) in relation to an installation, either a natural or juristic person in whose name a contract is entered into regarding approval, erection and maintenance of the installation; provided that such a person is not the

	owner mentioned in (b), and (d) in the event of the Municipality being unable to determine the identity of a person mentioned in (a), (b) and (c), any person who is entitled to the benefit of the use of such premises, building or installation or who enjoys such benefit;
"person in charge"	means: (a) in relation to premises, either a natural or juristic person who is permanently or temporarily responsible for the management, or utilisation of the premises; (b) in relation to a building, either a natural or juristic person who is permanently or temporarily responsible for the management, maintenance or utilisation of the building; (c) in relation to an installation, either a natural or juristic person who is permanently or temporarily responsible for the management or utilisation of the installation; provided that such a person is not the person mentioned in (a), and (d) in the event of the Municipality being unable to determine the identity of a person mentioned in (a), (b) and (c), any person who is in the opinion of the Municipality deemed to be in charge of such premises, building or installation;
"premises"	means any building, beach, land, terrain, road, vehicle and can include a vessel, train or aircraft;
"site"	means any erf, lot, plot, stand or other piece of land on which a building has been, is being or is to be erected;
"Standards Act"	means the Standards Act, 1993 (Act 29 of 1993);
"storage vessel"	means a pressure vessel as defined in the regulations for pressure vessels promulgated in terms of the Occupational Health and Safety Act;
"summary abatement"	means to immediately judge a condition to be a fire hazard or other threatening danger to life or property and to order immediate correction of such condition;
"tank"	means a container mounted permanently or temporarily on or embodied in a vehicle and so constructed to be suitable for the containment of flammable liquid or gas cargo;
"underground tank"	means a tank used or intended to be used for the storage of flammable liquid wholly sunk into and below the surface of the ground;
"vehicle"	means a vehicle as defined in the National Road Traffic Act, and any reference to an SABS Code shall refer to the relevant Code published by the South African Bureau of Standards and issued in terms of the Standards Act.

CHAPTER 2: FIRE PROTECTION OF BUILDINGS

1. Reporting a fire hazard and other threatening danger

An owner or the person in charge of any premises must, upon discovering any evidence of a fire hazard or other threatening danger pertaining to this by-law, immediately notify the Municipality of such fire hazard or threatening danger.

2. Access for emergency vehicles

- (1) When, in the opinion of the Municipality, premises are not readily accessible from public roads it must be provided with emergency vehicle access which must -
 - (a) be constructed so that it is capable of supporting the mass of the heaviest emergency vehicle required to cater for the risk of the premises; and
 - (b) where the premises have a motorized or electronically operated gate, be equipped in such a manner that access to the premises can be gained without the use of a motor or electronic device.
- (2) Fire lanes must be provided for all premises which are set back more than 45 metres from a public road or exceed nine metres in height and are set back over 15 metres from a public road.
- (3) Fire lanes must be at least four metres in width, the position of which must be decided upon after consultation with the Municipality, and the area from ground level to a clearance height of four metres above the fire lane must remain

unobstructed.

- (4) A *cul-de-sac* that is more than 90 metres in length must be provided with a minimum turning circle at the closed end of the road capable of accommodating the largest emergency vehicle which is required to cater for the risk of the premises.
- (5) The design, marking, use and maintenance of fire lanes not forming part of a public road must comply with the requirements of the Municipality.
- (6) It is unlawful for a person to park a vehicle in or otherwise obstruct a fire lane.

3. Division and occupancy separating elements

An owner or person in charge of a building may not alter a division or occupancy separating element in anyway that would render it less effective or to allow flame, heat or combustion products from penetrating into the adjacent compartment or structure.

4. Fire doors and assemblies

- 1) Subject to the provisions of SABS 1253, a fire door and assembly must be maintained in such a manner that in the event of a fire it retains its integrity, insulation and stability for the time period required for that particular class of door.
- 2) A fire door may be kept open, only when it is equipped with an automatic releasing hold-open device approved by the Municipality.
- 3) A fire door and assembly may not be rendered less effective through-:
 - a) altering the integrity, insulation or stability of a particular class of door;
 - b) disconnecting the self-closing mechanism;
 - c) wedging, blocking or obstructing the door so that it cannot close;
 - d) painting the fusible link actuating mechanism of a door;
 - e) disconnecting or rendering less effective an electric or electronic release mechanism, or
 - f) any other action that renders a fire door or assembly less effective.

5. Escape Routes

- (1) No part of a fire escape route shall be obstructed or rendered less effective in any way.
- (2) A locking device, which is fitted to an access or escape door in an escape route, must be of a type approved by the Municipality.
- (3) Where required by the Municipality, an escape route must be clearly indicated with signage, which complies with SABS 1186, indicating the direction of travel in the event of fire or any other emergency.

CHAPTER 3: FIRE SAFETY EQUIPMENT

6. Fire extinguishers

- (1) Fire extinguishers must be provided and installed on premises as required by the National Building Regulations (T1) and (T2).
- (2) Fire extinguishers must be maintained in accordance with the requirements of the Occupational Health and Safety Regulations, SABS 1475: Part 1, SABS 1571, SABS 1573 and SABS 0105: Part I.
- (3) No person may fill, recharge, recondition, modify, repair, inspect or test a fire extinguisher in terms of SABS 1475: Part I, unless such a person is the holder of a permit issued by the South African Bureau of Standards or a certificate of competence issued by the South African Qualifications Certification Committee.
- (4) The owner or person in charge of the premises may not allow a fire extinguisher to be filled, recharged, reconditioned, modified, repaired, inspected or tested by a person not in possession of a permit or certificate mentioned in subsection (3).
- (5) Where a fire extinguisher has been filled, recharged, reconditioned, modified, repaired, inspected or tested by a person not in possession of a permit mentioned in subsection (3), the Municipality must instruct the owner or person in charge of such premises to have the work carried out by a person who is in possession of such a permit or certificate.
- (6) When, in the opinion of the Municipality, a fire extinguisher is unsafe or ineffective either by reason of deterioration, design or construction, the Municipality must instruct the owner or the person in charge of the premises to have the appliance inspected and tested in terms of SABS 1475: Part 1 and SABS 1571.

- (7) A fire extinguisher may not be removed from the premises for filling, recharging, reconditioning, modification, repair, inspection or testing unless the appliance is replaced temporarily with a similar appliance in good working condition.
- (8) A fire extinguisher may not be installed, dismantled, recharged, disconnected, serviced, modified, repaired or tested in an area where such action would create a danger or hazard.

7. Testing and maintenance of fire protection systems

- (1) A fire protection system must be tested and maintained on a regular basis and the owner or person in charge of the premises must keep a detailed record of the test and maintenance of the system.
- (2) A person may not test a fire protection system before notifying the occupants of the premises concerned of the starting and completion times of the test, and where applicable, the parties who monitor the fire protection system.
- (3) A fire protection system designed for detecting, fighting, controlling and extinguishing a fire must be maintained in accordance with the National Building Regulations (T2).
- (4) A fire protection system may not be installed, dismantled, recharged, disconnected, serviced, modified, repaired or tested in any area where such action would create a danger or hazard.
- (5) The owner or person in charge of the premises must immediately notify the Municipality when the fire protection system, or a component thereof, is rendered inoperable or taken out of service and must notify the Municipality as soon as the system is restored.
- (6) The owner or person in charge of the premises must take all steps deemed necessary by the Municipality to provide alternate equipment to maintain the level of safety within the premises.

8. Interference with fire protection systems and fire extinguishers

No person shall tamper or interfere with a fire extinguisher or fire protection system, except as may be necessary during emergencies, maintenance, drills or prescribed testing.

CHAPTER 4: PUBLIC SAFETY

9. Attendance of a service

- (1) When the Municipality is of the opinion that representatives of the fire brigade service are required to be in attendance during a function in a place used for entertainment or public assembly, the Municipality may provide, in the interest of public safety and subject to the exigencies of the service, one or more members, a vehicle or equipment of a service to be in attendance on the premises for the duration of the function or part thereof.
- (2) Where the entertainment or public assembly is taking place on Municipality's property, the costs of the attendance of the representatives of the fire brigade service shall be recoverable from the organizers

10. Formulation of an emergency evacuation plan

- (1) The owner or person in charge of a school, hospital, residential institution, hotel, guest house, hostel or other similar occupancy which has a population in excess of 25 persons (including staff), must formulate an emergency evacuation plan detailing the appropriate action to be taken by the staff or the occupants in the event of a fire or other threatening danger.
- (2) The Municipality may order the owner or person in charge of the premises, other than those contemplated in subsection (1), to formulate an emergency evacuation plan detailing the appropriate action to be taken by the staff or the occupants in the event of a fire or other threatening danger.
- (3) The plan mentioned in subsections (1) and (2) must be revised if an aspect thereof is no longer applicable or if the building for which the plan was designed has changed.
- (4) The emergency evacuation plan must be tested in its entirety at a maximum of six-monthly intervals or when the plan has been revised and a record of the testing must be kept in a register.
- (5) The register mentioned in subsection (4) must contain the following information:
 - a) the date and time of the test;
 - b) the number of participants;

- c) the outcome of the test and any corrective actions required, and
 - d) the name and signature of the person supervising the test.
- (6) The register, together with the emergency evacuation plan, must be available on the premises for inspection by the Municipality.
- (7) The Municipality may evaluate the formulation and implementation of the emergency evacuation plan and may officially communicate any recommendations or remedial actions to improve or rectify faults in the plan.

11. Displaying of escape route plans

The escape route plan must be displayed in a conspicuous position in any room designed for sleeping purposes.

12. Barricading of vacant buildings

The owner or person in charge of a building or portion thereof which is vacant must remove all combustible waste or refuse therefrom and lock, barricade or otherwise secure all windows, doors and other openings in the building to the satisfaction of the Municipality which will prevent the creation of a fire hazard caused by the entering of an unauthorized person.

CHAPTER 5: HOUSEKEEPING

13. Combustible waste and refuse

- (1) The owner or person in charge of the premises or a portion thereof must not allow combustible waste or refuse to accumulate in any area or in any manner so as to create a fire hazard or other threatening danger.
- (2) Combustible waste and refuse must be properly stored or disposed of to prevent a fire hazard or other danger.

14. Combustible or flammable substances and sweeping compounds

- (1) Only water-based solutions, detergents, floor sweeping compounds and grease absorbents must be used for cleaning purposes.
- (2) The use of sawdust or similar combustible materials to soak up spilled combustible or flammable substances is prohibited.

15. Accumulations in chimneys, flues and ducts

The owner or person in charge of the premises or a portion thereof must not allow soot or any other combustible substance to accumulate in a chimney, flue or duct of the premises in such quantities or in such a manner as to constitute a fire hazard or other threatening danger.

16. Sources of ignition

- (1) Smoking, the carrying of matches, the use of heating, flame-emitting devices or spark-producing equipment is prohibited in areas containing combustible or flammable substances.
- (2) Hot ashes, cinders or smouldering coals must be placed in a non-combustible container and the container must be placed on a non-combustible surface or stand.
- (3) An adequate distance, as deemed appropriate by the Municipality, must be ensured and maintained between combustible substances and heating or lighting equipment or other sources of ignition.
- (4) Portable heaters must be secured so that they cannot be overturned and the Municipality may prohibit the use of portable heaters in respect of occupancies or situations where such use or operation would present a fire hazard or other threatening danger.

17. Smoking

- (1) If conditions exist where smoking creates a fire hazard on the premises, smoking is prohibited and "No Smoking" signs must be displayed as directed by the Municipality and the signs must comply with SABS 1186: Part 1.
- (2) No person may remove a "No Smoking" sign.
- (3) No person may light or smoke a cigar, cigarette, pipe, tobacco or other substance or ignite or otherwise set fire to other material, nor hold, possess, throw or deposit any lighted or smouldering substance in any place where expressly prohibited.
- (4) A person may not throw, put down or drop a burning match, burning cigarette, or other burning material or any material capable of spontaneous combustion or self-ignition in a public road or public place.

18. Electrical fittings, equipment and appliances

No person may cause or permit –

- 1) an electrical supply outlet to be overloaded; or
- 2) an electrical appliance or extension lead to be used in a manner which likely to create a fire hazard or other threatening danger.

19. Flame-emitting device

A person may not cause or permit a flame-emitting device, such as a candle, lantern or torch, but not limited thereto, to be used in a manner which is likely to create a fire hazard or other threatening danger.

CHAPTER 6: FIRE HAZARDS**20. Combustible material**

- (1) A person may not store, transport, use or display or cause or permit to be stored, transported, used or displayed, whether inside or outside any premises, any combustible material or a flammable substance in quantities or in a position or in a manner likely to cause or create a fire hazard or other threatening danger.
- (2) The owner or person in charge of any premises may not permit vegetation to grow or accumulate thereon, or other combustible material to accumulate thereon, in a manner likely to cause a fire hazard or other threatening danger.

21. Lighting of fires and burning of combustible material

- (1) The lighting of fires and the disposal of combustible material by burning is prohibited, save in the circumstances set out in this section.
- (2) A person may light a fire or use a flame-emitting device for the purpose of preparing food or for any other domestic purpose in a manner which will not cause a fire hazard or other threatening danger or where such a fire is not precluded by any other legislation.
- (3) Burning may take place on State land, a farm, a small holding, or land within a proclaimed township that is not utilised for residential purposes provided that the prior approval is obtained from the Municipality.

CHAPTER 7: FLAMMABLE SUBSTANCES**22. Storage and use of a flammable substance**

- (1) Prior to the construction of a new installation or the alteration of an existing installation, whether temporary or permanent, for the storage of a flammable substance, the owner or person in charge of the installation must submit a building plan to the Municipality, in accordance with the National Building Regulations, and a copy of the approved plan must be available at the site where the installation is being constructed.
- (2) Prior to the commissioning of an above ground or underground storage tank installation, liquid petroleum gas installation or associated pipework, the owner or person in charge of the installation must ensure that it is pressure-tested in accordance with the provisions of the National Building Regulations (T1), SABS 0131: Parts 1 and 2, SABS 089: Part 3 and SABS 087: Parts 1, 3 and 7 (whichever is applicable) in the presence of the Municipality.
- (3) Notwithstanding subsection (2), the Municipality may require an existing above ground or underground storage tank installation, liquid petroleum gas installation or associated pipework, to be pressure-tested in accordance with the provisions of the National Building Regulations (T1).
- (4) The Municipality must be notified at least 48 hours prior to the pressure test.
- (5) The owner or person in charge of the premises may not store or use:
 - a) a flammable gas in excess of 19 kilogram, or
 - b) a flammable liquid of a danger group (i), (ii), (iii) or (iv) in excess of 200 litres, unless he or she has obtained a flammable substance certificate from the Municipality.

23. Flammable substance certificate

- (1) The owner or person in charge of the premises, who requires a flammable substance certificate mentioned in section 23(5), must submit an application to the Municipality.

- (2) The Municipality must refuse to issue the flammable substance certificate if the premises do not comply with the requirements of the National Building Regulations (T1) as well as additional requirements set out in this by-law, and where the Municipality is of the opinion that the non-compliance of the premises can be remedied, the Municipality must instruct the owner or person in charge of the premises in writing to take all reasonable steps to render the premises safe prior to usage of the premises and the issuing of the certificate.
- (3) A flammable substance certificate must be renewed annually, on or before the date as indicated on the flammable substance certificate, and whenever the quantity or class of the flammable substance requires to be changed.
- (4) Premises must be used in accordance with any conditions specified in the flammable substances certificate and when in the opinion of the Municipality, a flammable substance is stored or utilised for any process in a manner which is hazardous to life or property, or an installation is unauthorised, an order may be issued for the removal of the flammable substance or installation from the premises.
- (5) A supplier may not supply flammable substances to the owner or person in charge of the premises, unless the owner or person in charge of the premises is in possession of a valid flammable substance certificate issued by the Municipality.
- (6) A flammable substance certificate is valid only:
 - a) for the installation for which it was issued;
 - b) for the state of the premises at the time of issue, and
 - c) for the quantities stated on the certificate.
- (7) The flammable substance certificate must be available on the premises for inspection at all times.

24. Permanent or temporary above ground storage tank for a flammable liquid

- (1) A temporary above ground storage tank other than that at a bulk storage depot is permitted, at the discretion of the Municipality, on the merit of the situation, provided that the following requirements are complied with:
 - a) if it has a capacity not exceeding 9 000 litres and is not used for the storage of flammable substances with a flash point below 40 degrees centigrade;
 - b) to be on the premises for a period not exceeding six months;
 - c) the entire installation must comply with SABS 0131: Part 1 or SABS 0131: Part 2 whichever is applicable, and
 - d) written application together with a plan must be forwarded to the controlling authority at least 14 days prior to the erection of the tank and prior written permission must be obtained from the Municipality for the erection of the tank.
- (2) Notwithstanding section 28(1), if a larger capacity above ground storage tank is required or the tank is to be a permanent installation, an acceptable rational design based on a relevant national or international code or standard must be submitted to the Municipality for approval in terms of the National Building Regulations (T1).
- (3) The design requirements and construction of a permanent tank must be in accordance with relevant national or international recognised codes.
- (4) The rated capacity of a permanent or temporary tank must provide sufficient ullage to permit expansion of the product contained therein by reason of the rise in temperature during storage.
- (5) A permanent or temporary tank must be erected at least 3, 5 metres from boundaries, buildings and other flammable substances or combustible materials.
- (6) A permanent or temporary tank must be located on firm level ground and the ground must be of adequate strength to support the mass of the tank and contents.
- (7) A permanent or temporary tank must have a bund wall.
- (8) Adequate precautions must be taken to prevent spillage during the filling of a tank.
- (9) Sufficient fire extinguishers, as determined by the Municipality, must be provided in weatherproof boxes in close proximity to a tank.
- (10) Symbolic safety signs depicting "No Smoking", "No Naked Lights" and "Danger" must be provided adjacent to a tank, and the signs must comply with SABS 1186: Part 1.

- (11) The flammable liquid in the tank must be clearly identified, using the Hazchem placards listed in SABS 0232: Part 1.
- (12) An electrical or an internal combustion-driven pump must be equipped and so positioned as to eliminate the danger of the flammable liquid being ignited.
- (13) The electrical installation associated with the above ground storage tank must comply with SABS 0108 and SABS 089: Part 2.
- 25. Underground storage tank for a flammable liquid**
The installation of underground storage tanks, pumps, dispensers and pipework at service stations and consumer installations must be in accordance with National Building Regulations (T1) read in conjunction with SABS 0400, SABS 089: Part 3 and SABS 0131: Part 3.
- 26. Bulk storage depot for flammable substances**
The handling, storage and distribution of flammable substances at bulk depots must be in accordance with the National Building Regulations (T1), read in conjunction with SABS 089: Part 1.
- 27. Small installations for liquefied petroleum gas**
Liquefied petroleum gas installations involving gas storage containers of individual water capacity not exceeding 500 litres and a combined water capacity not exceeding 3 000 litres per installation must be installed and handled in accordance with SABS 087: Part 1.
- 28. Liquid petroleum gas installation in mobile units and small non-permanent buildings**
A liquid petroleum gas installation in mobile units and small non-permanent buildings shall be in accordance with SABS 087: Part 2.
- 29. The fuelling of forklift trucks and other LP gas operated vehicles**
The fuelling of forklift trucks and other LP gas operated vehicles shall be in accordance with SABS 087: Part 8.
- 30. The storage and filling of refillable liquid petroleum gas containers**
Storage and filling sites used for refillable liquid petroleum gas containers of capacity not exceeding 9kg must be in accordance with SABS 087: Part 7.
- 31. Bulk storage vessel for liquid petroleum gas**
The layout, design and operation of installations for the storage of a bulk liquid petroleum vessel and allied facilities must be in accordance with the National Building Regulations (T1), read in conjunction with SABS 087: Part 3
- 32. Termination of the storage and use of flammable substances**
(1) If an above ground or underground tank installation, liquid petroleum gas installation or associated pipework is no longer required for the storage or use of a flammable substance, the owner or person in charge of the premises on which the installation was erected must:
a) within seven days of the cessation, notify the Municipality in writing thereof;
b) within 30 days of the cessation, remove the flammable substance from the installation and render it safe;
c) within six months of the cessation, remove the installation including any associated pipework, from the premises entirely, unless the controlling authority otherwise instructs, and
d) restore a public footpath or roadway, which has been disturbed by the removal to the satisfaction of the Municipality within a period of seven days of the completion of the removal of the installation.
(2) If the removal of an underground tank installation detrimentally affects the stability of the premises, the owner or person in charge of the installation must apply in writing to the Municipality to fill the tank with liquid cement slurry.
- 33. Reporting accidents**
If an accident occurs which involves a flammable substance and results in a fire, an explosion, spillage or loss of a flammable substance, as well as personal injury or death, the owner or person in charge of the premises must immediately notify the Municipality.
- 34. Flammable stores**
(1) The construction of a flammable store must be in accordance with the National

- Building Regulations (T1) read in conjunction with SABS 0400.
- (2) The floor must be of concrete construction or other impermeable material and must be recessed below the door level or incorporate a sill.
 - (3) The recess or sill must be of such a depth or height that in the case of spillage it will be capable of containing the quantity of flammable liquid, as indicated on the flammable substance certificate and an additional 10% of the quantity mentioned on the certificate.
 - (4) Notwithstanding the National Building Regulations (T1) read in conjunction with SABS 0400:
 - a) the roof assembly of a flammable store must be constructed of a concrete slab capable of providing a two-hour fire resistance when it forms part of another building;
 - b) the ventilation of a flammable store must be achieved by the use of bricks located in the external walls at the ratio of one air brick nominally above the sill level and one air brick located in the top third of the wall per 5 m² of wall area or part thereof, so that vapour cannot accumulate inside the store;
 - c) the air bricks must be covered both internally and externally with closely-woven, non-corrodible wire gauze of at least 1 100 meshes per metre, and
 - d) the wire gauze must be held in position by metal straps, or a metal frame.
 - (5) When required by the Municipality, the flammable store must be ventilated by a mechanical ventilation system approved by the Municipality and must comply with the following requirements:
 - a) the ventilation system is to be intrinsically safe, provide 30 air changes per hour and must operate continuously;
 - b) the fan extraction point must be nominally above sill level and must discharge through a vertical metal duct terminating at least 1 metre above roof height or at least 3,6 metres above ground level, whichever is the greater;
 - c) ducting material that is external to the store, but communicates with the remainder of the building, must be fitted with a fire damper of two-hour fire resistance at the point of exit from a flammable store, and
 - d) the ducting must be as short as possible and must not have sharp bends.
 - (6) Notwithstanding the National Building Regulations (T1) read in conjunction with SABS 0400, a flammable store door must be constructed of material with a fire resistance of two hours, provided that all relevant safety distances are complied with, and the door must open outwards.
 - (7) When required by the Municipality, a flammable store door must be a D-class fire door, which complies with SABS 1253.
 - (8) Notwithstanding the National Building Regulations (T1) read in conjunction with SABS 0400, artificial lighting in the flammable store must be by electric light having vapour-proof fittings wired through seamless steel conduit and the switches operating the lights must be located outside the store.
 - (9) No other electrical apparatus may be installed in the flammable store.
 - (10) A flammable store must be provided with a foam inlet consisting of a 65 millimetre male instantaneous coupling and mild steel pipework leading to the inside thereof and the foam inlet must be identified by means of a sign displaying the words "Foam Inlet" in 100 millimetre block letters.
 - (11) Racking or shelving erected in the flammable store must be of non-combustable material.
 - (12) The flammable store must be identified by the words, "Flammable Store-Bewaarplek vir Vlambare Vloeistowwe-Isitoro Indawo Yokugcina Izixhobo Ezithatha Lula Umlilo", and the permissible quantity allowed within the flammable store, indicated in 100 millimetre block letters on both the inside and outside of all doors communicating directly with the store.
 - (13) The owner or person in charge of a flammable store must ensure that the flammable store doors are kept locked when the store is not in use.
 - (14) A person shall not enter a flammable store or cause or permit it to be entered without the permission of the owner or person in charge of the premises.
 - (15) Sufficient fire extinguishers, as determined by the Municipality, must be mounted on the external wall of the flammable store in a conspicuous and easily accessible position.
 - (16) Any hand tool used in the flammable store must be intrinsically safe.
 - (17) A person may not use or permit a flammable store to be used for any purpose

other than that indicated on the flammable substance certificate, unless the store is not in use as a flammable store and the Municipality has been notified in terms of the following procedure:

- a) within seven days of the cessation, notify the Municipality in writing thereof;
 - b) within 30 days of the cessation, remove the flammable substance from the flammable store and render it safe, and
 - c) within 30 days of the cessation, remove all signage.
- (18) Subject to the provisions in this section, the municipality may call for additional requirements to improve the fire safety of a flammable store.

35. Container handling and storage

- 1) All flammable substance containers must be kept closed when not in use.
- 2) A person may not extract flammable liquids from a container of a capacity exceeding 20 litres, unless the container is fitted with an adequately sealed pump or tap.
- 3) Flammable liquid containers must be labelled and marked with words and decals, which indicate the flammable liquids contained therein as well as the hazard of the liquids.
- 4) Flammable substance containers must be declared gas or vapour-free by a competent person before any modification or repairs are undertaken.
- 5) All flammable substance containers must be manufactured and maintained in such a condition as to be reasonably safe from damage and to prevent leakage of flammable substances or vapours there from.
- 6) An empty flammable liquid container must be placed in a flammable store.
- 7) Where a flammable store is not available for the storage of empty flammable liquid containers, the Municipality may permit such storage in the open, provided that:
 - a) the storage area must be in a position and of sufficient size which in the opinion of the Municipality, will not cause a fire hazard or other threatening danger;
 - b) the storage area is well ventilated and enclosed by a wire mesh fence and:
 - (i) the fence supports are of steel or reinforced concrete;
 - (ii) has an outward opening gate that is kept locked when not in use, and
 - (iii) when the floor area exceeds 10 m² an additional escape gate is installed, fitted with a sliding bolt or other similar locking device that can be opened from the inside without the use of a key;
 - (c) the storage area is free of vegetation and has a non-combustible firm level base;
 - (d) a two metre distance around the perimeter of the fenced area is clear of grass, weeds and similar combustible materials;
 - (e) when the storage area has a roof, the construction of the roof and supporting structure must be of non-combustible material;
 - (f) open flames, welding, cutting operations and smoking is prohibited in or near the storage area and signage is prominently displayed on the fence and complies with SABS 1186: Part 1, and
 - (g) fire-fighting equipment is installed as determined by the Municipality.
- 8) An empty flammable liquid container must be securely closed with a bung or other suitable stopper.

36. Spray rooms and booths

A spray room, booth or area designated for the application of a flammable liquid must be constructed and equipped in such a manner as to comply with the General Safety Regulations promulgated in terms of the Occupational Health and Safety Act.

37. Liquid petroleum gas containers

- (1) A liquid petroleum gas container must be manufactured, maintained and tested in accordance with SABS 087: Part 1 and SABS 019.
- (2) A liquid petroleum gas container must be used and stored in such a manner as to prevent damage or leakage of liquid or vapour therefrom.
- (3) A liquid petroleum gas container of a capacity not exceeding nine kilogram must be filled and stored in accordance with SABS 087: Part 7.

CHAPTER 8: GENERAL PROVISIONS

- 38. Indemnity**
The municipality is not liable for damage or loss as a result of, but not limited to, bodily injury, loss of life or loss of or damage to property or financial loss, or consequential loss, which is caused by or arises out of or in connection with anything done or performed or omitted in good faith in the exercise or performance of a power, function or duty conferred or imposed in terms of this by-law.
- 39. Offences and penalties**
Any person who -
(a) contravenes or fails to comply with any provisions of these by-laws;
(b) fails to comply with any notice issued in terms of these by-laws;
(c) fails to comply with any lawful instruction given in terms of these by-laws; or
(d) obstructs or hinders any authorised official in the execution of his or her duties under these by-laws –
shall be guilty of an offence and shall be liable on conviction to fine not exceeding R 15 000 or imprisonment for a period not exceeding 6 months or both.
- 40. Enforcement provisions**
Any authorized official of the municipality may –
(1) enter any premises at any reasonable time to inspect the premises for compliance with this by-law;
(2) summarily abate any condition on any premises which is in violation of any provision of this by-law and which presents an immediate fire hazard or other threatening danger and to this end may-
a) call for the immediate evacuation of the premises;
b) order the closure of the premises until such time as the violation has been rectified;
c) order the cessation of any activity, and
d) order the removal of the immediate threat.
- 41. Authority to investigate**
The municipality has the authority to investigate the cause, origin and circumstances of any fire or other threatening danger.
- 42. Failure to comply with provisions**
(1) When the municipality finds that there is non-compliance with the provisions of this by-law a written notice must be issued and include the following:
a. confirmation of the findings;
a. provisions of this by-law that are being contravened;
b. the remedial action required, and
c. set forth a time for compliance.
(2) Nothing in this by-law prevents the municipality or any authorized official from taking immediate corrective action in respect of any fire or other threatening danger found on any premises and to recover any costs incurred from the owner.
- 43. Repeal of existing By-Laws**
The Municipality's existing Fire Prevention by-laws are hereby repealed.
- 44. Short Title and Commencement**
These By-Laws are called the Fire Prevention By-Laws, 2012 and shall come into operation on the date of publication in the Provincial Gazette.

LEASE OF HALLS AND CONFERENCE FACILITIES BY-LAWS

The Council of Ulundi Municipality hereby, in terms of sections 11-13 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), publishes the Lease of Halls and Conference Facilities By-Laws for the Ulundi Local Municipality, as set out hereunder.

1. Definitions

In these by-laws unless the context otherwise indicates –

“caretaker”	means any official of the Municipality appointed as caretaker to exercise control over municipal halls or conference facilities, or acting in that capacity;
“Council”	means the Council of Ulundi Municipality
“lessee”	means the person who signs the application form referred to in section 2 hereunder;
“premises”	means any hall, conference facility, auditorium or group activities room which is the property of the Municipality and being leased in terms of these by-laws, and include such amenities as are incidental thereto;

2. Application / Reservation for use of a Hall

- (1) Persons desiring to lease premises shall apply to the Municipal Manager on the official application form provided for that purpose and the person making the application shall be deemed to be the lessee.
- (2) No reservation of premises shall be made until such time as a properly completed application form has been received, together with the prescribed tariff and deposit.
- (3) No tickets or invitations may be distributed nor may any public announcement be made before the application has been approved by the Municipality in writing.

3. Discretion to refuse or cancel reservations

The Municipality has the right to refuse any application for the lease of premises without giving any reasons and shall also have the right to cancel any booking already made, if the premises are required for Municipality purposes and, in the latter event, Municipality shall have no liability other than to refund any monies which may have been paid to Municipality.

4. Payments and Refunds

- (1) All charges, including deposits, for the lease of premises or equipment as determined in Council's tariff of charges are payable in advance and the lessee shall not be permitted to use any premises reserved by him/her until the relevant tariff and deposit has been paid in full.
- (2) If the lessee cancels or abandons a reservation, the Municipality may in its discretion, where it is satisfied that such abandonment or cancellation was due to unforeseen circumstances beyond the control of the lessee, pay the lessee a refund of up to 75% of the tariff and a refund of the full deposit. Where cancellations are made 30 days prior to the booking date, a 100% refund will apply.
- (3) .Only cash or bank guaranteed cheques are accepted as hall deposits.

5. Losses, Breakage and Damages

- (1) The lessee shall be responsible for and make good any breakage or damage of any nature to the premises, furniture, fittings or other property of the Municipality as well as any loss occasioned by missing articles, breakage or defacement that occurred during the lease period. Should the lessee find any piece of furniture, fitting or other property of the Municipality to be defective prior to the function for which the premises have been leased, the same shall be pointed out in writing to the caretaker before use. Where no such defect has been pointed out it shall be deemed to have been in proper order.
- (2) In the event of damage or loss of property such damage or loss shall be made good from the deposit paid by the lessee and the balance, if any, shall be refunded to the lessee once repairs and/or replacements have been completed. Any further amount by which

the cost of repairs, and/or replacements exceeds the amount of the deposit shall be recovered from the lessee.

- (3) The current service account of lessees exempted as per section 4(3) shall be debited with the total cost of all incidents as mentioned in section 5(1).

6. Use of Equipment

The lessee may only use the equipment for which the prescribed fees have been paid, together with such other gratis equipment as the Municipality may from time to time decide upon, provided that in the case of gratis equipment the lessee shall still book such equipment in advance.

7. Lighting Arrangements

No additional or special lighting may be installed in or on the premises without the prior approval of the Municipal Manger and any additional or special lighting so authorised shall be carried out, at the expense of the lessee, by a person approved by the Municipal Manager on terms and conditions to be arranged between the Municipal Manager and such person, or between the Municipal Manager.

8. Admission arrangements

The lessee shall be responsible for all arrangements in connection with the admission of the public, the sale of tickets, the provision of ushers, police, security and such other staff as may be necessary to control the admission and conduct of persons on the premises.

9. Indemnity

- (1) The Municipality shall under no circumstances be responsible or liable for any loss or damage of whatsoever nature and whether direct or consequential, caused to the lessee or any other person including, without limiting the generality of the foregoing, any property, articles, or things that may be in, on, or at the premises, due to any cause whatsoever, including, but not limited to, the failure or defect of any machinery, equipment, lighting or scenery, or any defect whether latent or patent, in or on any part of the premises.
- (2) The Municipality shall under no circumstances be responsible for any loss of or damage to any article brought onto the premises or left there by the lessee or any other person, irrespective of how the loss or damage was caused.
- (3) By submitting the application referred to in section 2 the lessee indemnifies the Municipality against any claim arising from such lease instituted by any person on any ground whatsoever.

10. Council-owned property

No furniture or article belonging to the Municipality shall be moved or taken from the premises leased or any other part of the buildings by any person other than the Municipality's officials, or except under the direction of such officials.

11. Specific obligations of the lessee

- (1) The lessee may not sublet the premises under any circumstances.
- (2) The lessee shall ensure that the premises and equipment leased are kept in a clean, tidy and proper condition and that no furniture or equipment is removed from the premises or damaged in any way.

12. Additional cleaning services

- (1) The Municipality shall not be obliged to provide any additional facilities or services, provided that if the purpose for which the lessee proposes to use the premises is such as to require special cleaning work to be undertaken, the lessee shall pay to the Municipality such additional sum as may be required by the Municipality to cover the cost of the additional work.

- (2) Upon termination of any function the lessee shall be responsible for the cleaning of the interior of the premises as well as the exterior surrounding, failing which the Municipality shall clean the premises at the expense of the lessee.

13. Animals

No person shall, without the written consent of the Municipality, bring or permit to be brought into the premises any animal.

14. Inspection after each function

On the first working day after the function for which the premises were leased, the premises shall be inspected by the caretaker and the lessee or anyone deputed by him on his behalf and any damages shall be recorded at the time of the inspection.

15. Notices, placards, movable scenery and use of pre-treated timber

- (1) No notices, posters, advertisements, decorations, flags, emblems or other attachments shall be placed or erected upon the inside or outside of the premises leased by the lessee without the permission of the Municipal Manager first being obtained and no nails, screws, drawing-pins, or sticky material may be knocked into or affixed to any portion of the premises, except against the wooden railings in the premises where such railings have been specifically installed for this purpose.
- (2) No movable lighted scenery other than that which is electrically lit shall be used in the premises and no wood shall be brought into the premises unless the same has been pre-treated in terms of the relevant regulations for combating and preventing the spread of insect pests affecting wood. The lessee shall, if called upon by the Municipality to do so, submit evidence of such treatment before the wood is brought to the premises.

16. Catering

The lessee shall be responsible for all catering arrangements in the premises and shall ensure that the caterers keep and leave such premises in a clean and tidy condition.

17. Boxing or wrestling

Persons staging a boxing or wrestling tournament shall provide the ring with sponge-plated broad supporting discs, approximately 20 cm in diameter, or some other suitable protective device, in order to ensure that the floors are not damaged and the erection of the ring shall be to the satisfaction of the Department of Technical Services

18. Requirements of the Liquor Act

When intoxicating liquor is to be supplied on the premises, the lessee shall observe all the requirements of the Liquor Act, 1977 (Act No 87 of 1977), and no liability whatsoever shall be attached to the Municipality or any of its officials in respect of any failure of the licensee or any of his servants or agents to carry out and observe the provisions of the said Act and of the terms and conditions of any licence issued.

19. Intoxicating liquor

- (1) No person shall take any intoxicating liquor onto the premises save and except –
- (a) the licensee or his servant or agent acting under and by virtue of a temporary liquor licence;
 - (b) the lessee or his servant or agent in cases where the lessee is serving liquor free of charge to his guests; and
 - (c) the lessee or his guests or their servants or agents are providing their own supply of intoxicating liquor for personal consumption.

20. Dangerous practices

The firing of live ammunition, the throwing of knives and any other performance which may be potentially dangerous to persons or property are strictly prohibited.

21. Overcrowding

- (1) No overcrowding of the premises is permitted. The number of persons admitted shall be limited to the seating accommodation available, and no persons shall be allowed to congregate in passages, aisles or doorways of or adjoining the premises let unless the written permission of the Municipality is first obtained.
- (2) When the available seating accommodation and other permitted accommodation have been occupied, the lessee shall prevent the admittance of any person in excess of such accommodation.

22. Orderly behaviour

- (1) The lessee shall be responsible for ensuring that -
 - (a) no person who is intoxicated or who is unsuitably or indecently clad shall be permitted to the premises or, having gained admission, be permitted to remain therein;
 - (b) no person or persons become noisy or create a disturbance or nuisance or be unsuitably or indecently clad. The lessee shall have such person removed from the premises immediately and in the event of the function becoming unruly, or should it appear that a disturbance is imminent, the lessee shall forthwith terminate the function and clear all persons from the premises.

23. Right of entry

The Municipality's officials shall at all times have the right to enter upon any premises or part of the premises for the performance of their duties in connection with the premises.

24. Fireman's Attendance

In the event of there being an activity on the premises which, in the opinion of the Municipal Manager, constitutes or can lead to a fire or other hazard, he may place one or more firemen on duty for the duration of the activity and the lessee will be liable for the costs thereof.

25. Lessee to conform to provisions of by-laws and other legislation

The lessee of the premises shall ensure that the provisions of these by-laws and of any other by-laws and rules which may relate to the premises as well as any applicable legislation, including the Copyright Act, 1978 (Act No 98 of 1978) are duly observed and that any lawful instructions of the Municipality or of any member of the South African Police Services are fully and immediately complied with.

26. Rules and Regulations

The Municipality may make rules and regulations applicable to specific venues.

27. Penalties

Any person who contravenes any of these by-laws shall be guilty of an offence and liable, upon conviction, to a fine or imprisonment for a period not exceeding six months, or both the fine and the imprisonment.

28. Short Title and Commencement

These are called Lease of Halls and Conference Facilities By-Laws, 2012 and shall come into operation on the date of publication in the Provincial Gazette.

ANNEXURE A**RULES AND REGULATIONS FOR THE LEASE OF MULTI-PURPOSE HALL**

1. The lessee shall at all times comply with and be governed by the by-laws relating to the lease of halls and conference facilities as promulgated in the Government Gazette.
2. No booking is confirmed before the applicable deposit and tariff have been paid in full.
3. The hours for the use of the premises expire at midnight and 50% of the normal tariff will be charged per hour or part thereof after 01h00.
4. The day prior to the function can be booked for preparation of the premises at 50% of the normal tariff per day.
5. The day following the function can be booked for clearing-out the premises at 50% of the normal tariff per day.
6. The lighting control unit shall only be used if prior written approval has been obtained from the Municipal Manager and may then only be operated by a person competent to do so or as determined by the Executive Director: Technical Services.
7. The hoisting equipment shall only be used if prior approval has been obtained from such equipment as determined by the Executive Director: Technical Services
8. The lessee shall, at least three days prior to the commencement of the function for which the premises have been leased, come to an agreement with the caretaker as to the opening of the premises and issue of equipment.
9. The lessee shall furnish to the caretaker full particulars of any cloakroom ordressing room accommodation required before 12:00 on the last working day prior to the date for which the hall is let.
10. The cloakrooms are in the care and custody of the lessee who shall provide his own attendants and be responsible for any damage or loss which may occur.
11. The lessee shall be responsible for cleaning the cloakrooms and shall hand them over to the caretaker in a clean and tidy condition not later than 08:00 in the morning after the conclusion of the function.
12. The exits shall not be obstructed with décor or furniture.
13. The lessee shall leave the premises, as well as the exterior surrounding, in a neat and tidy condition. All litter must be placed in the bins and décor removed from the premises.
14. The kitchen shall be left in a clean and tidy condition, excluding the washing of cutlery and crockery which has been leased from the Municipality. Food must be scraped off the plates and the crockery must be neatly stacked.
15. Failure to comply with 14, 16 and 17 above will result in the municipality having the premises cleaned at the expense of the lessee.
16. The caretaker may remove, or have removed from the premises, a person or persons who, in the opinion of the caretaker, are creating a disturbance or nuisance.
17. This building is a public facility in terms of the Tobacco Products Control Amendment Act, 1999 (Act No 12 of 1999) and as a result smoking is strictly prohibited. Any person who fails to comply shall be prosecuted and may be liable to a fine.

ANNEXURE B**RULES AND REGULATIONS FOR THE USE OF GROUP ACTIVITIES ROOMS AT THE LIBRARIES**

1. The lessee shall at all times comply with and be governed by the by-laws relating to the lease of halls and conference facilities as promulgated in the Government Gazette.
2. Whenever a group activities room is leased the use of the foyer shall not be included in the tariff.
3. No booking is confirmed before the applicable deposit and tariff, if applicable, have been paid in full.
4. The premises may be used free of charge if it is being utilised for a cultural or educational purpose where the lessee is not making a profit from the participants.

5. The following order of preference shall apply to persons requiring the use of the group activities room:
 - (a) Any library related activity
 - (b) Any cultural or community activity
 - (c) Any Council function
 - (d) Any organisation or individual using the facility to derive an income.
6. Should any organisation or individual wish to book the facility on a regular basis such booking may not be for more than 6 months at a time.
7. The lessee shall confer with the Librarian in charge regarding the use of the premises.
8. Upon termination of any function the lessee shall be responsible for the cleaning of the interior of the premises as well as the immediate exterior surrounding, failing which the Municipality shall clean the premises at the expense of the lessee.
9. This building is a public facility in terms of the Tobacco Products Control Amendment Act, 1999 (Act No 12 of 1999) and as a result smoking is strictly prohibited. Any person who fails to comply shall be prosecuted and may be liable to a fine.

ANNEXURE C

RULES AND REGULATIONS FOR THE USE OF THE CONFERENCE FACILITY AT THE PARK

1. The lessee shall at all times comply with and be governed by the bylaws relating to the lease of halls and conference facilities as promulgated in the Government Gazette.
2. No booking is confirmed before the applicable deposit and tariff have been paid in full.
3. Council may refuse any application for the lease of the premises and will not be obliged to give reasons for such refusal.
4. Use of the premises is restricted to meetings, training sessions and conferences.
5. No additional electrical apparatus other than that provided by the Municipality may be plugged into or connected to any point of electrical supply without the prior written approval of the Executive Director: Technical Services
6. Upon termination of any function the lessee shall be responsible for the cleaning of the interior of the premises as well as the exterior surrounding, failing which the Municipality shall clean the premises at the expense of the lessee.
7. This building is a public facility in terms of the Tobacco Products Control Amendment Act, 1999 (Act No 12 of 1999) and as a result smoking is strictly prohibited. Any person who fails to comply shall be prosecuted and may be liable to a fine.

ANNEXURE D

RULES AND REGULATIONS FOR THE USE OF COMMUNITY HALLS

1. The lessee shall at all times comply with and be governed by the by-laws relating to the lease of halls and conference facilities as promulgated in the Government Gazette.
2. No booking is confirmed before the applicable deposit and tariff have been paid in full.
3. The following are exempt from the payment of tariff and deposits:
 - 3.1 Meetings administered by National or Provincial Departments associated with National or Provincial initiatives to promote upgrading, upliftment or development within the Municipality's area of jurisdiction;
 - 3.2 Pension Payout Committees;
 - 3.3 Meetings of Senior Citizens Clubs;
 - 3.4 Councillors' ward committee meetings.
4. The Municipal Manager may refuse any application for the lease of the premises.
5. Applications for advanced bookings in respect of activities of a professional nature, commercial activities and activities where admission fees are charged, will only be considered three months prior to the event/activity and the applicant will be responsible for payment of the applicable deposit when making such booking.

6. Applications in respect of charitable/welfare organisations, amateur sports institutions and religious activities will be considered up to a year in advance on condition that a year plan is submitted in respect of the organisations which use the halls daily/weekly from Monday – Friday noon and subject to the payment of a once-off refundable deposit for the year (as stipulated in the Tariff of Charges).
7. Applications for advanced bookings by persons/institutions without profit motive, excluding weddings, will only be considered three months prior to the event/activity and the applicant will be responsible for the payment of a deposit per booking when making such booking. Advanced bookings in respect of weddings will be considered six months prior to the event and subject to payment of the applicable deposit.
8. No additional electrical apparatus other than that provided by the Municipality may be plugged into or connected to any point of electrical supply without the prior written approval of the Executive Director: Technical Services.
9. The lessee shall be responsible for the locking of all external windows and doors in the hall prior to leaving the premises and shall return the keys of the premises to the caretaker on the first normal working day after the day on which the premises was leased. In the event of the loss of a door key the lessee shall be required to pay for the replacement of the lock and key of the door concerned.
10. All equipment or such items used by the lessee shall upon termination of any function, be cleaned and locked up in the appropriate storage place provided for this purpose.
11. Upon termination of any function the lessee shall be responsible for the cleaning of the interior of the premises as well as the immediate exterior surrounding, failing which Council shall clean the premises at the expense of the lessee. Where the hall is used for entertainment for own profit (i.e. where the premium tariff applies) the hourly tariff may be reduced by fifty percent (50%) for the time when the lessee is preparing or cleaning the hall, provided that such reduced tariff shall be limited to half the total hours that the hall was used or 3 hours whichever is the lesser.
12. This building is a public facility in terms of the Tobacco Products Control Amendment Act, 1999 (Act No 12 of 1999) and as a result smoking is strictly prohibited. Any person who fails to comply shall be prosecuted and may be liable to a fine.