



EVENT PERMIT REQUEST

Name of the Event			
Organizer Name			
Plot No.		Total Used Area (Sq.ft)	
Event Description			
Type of Event (Tick Appropriate Box)	<input type="checkbox"/> Commercial <input type="checkbox"/> Non-Commercial		
Is There Any Structural Work? (Tick Appropriate Box)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event Start Date		Event End Date	
Event Time	From:	AM/PM	To: AM/PM
Advertisement is required? (Tick Appropriate Box)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Submission Details (Tick Appropriate Box)	<input type="checkbox"/> Initial Submission <input type="checkbox"/> Re-Submission		

DOCUMENTS REQUIRED

1. Soft copy of Structural drawings and calculation stamped by specialized contractor (in DWF format; applicable for events where temporary construction is involved)
2. Event Organizer/contractor Trade License
3. Detailed layout showing location of all stages and other facilities (soft copy)
4. NOC from Master Developer
5. NOC from relevant Authorities
6. Event Involving Temporary Structure(s): Risk Assessment , HSE Plan and Risk Compliance method statement covering all activities (for all stages mobilization, operation and dismantling)
7. Event Agenda
8. Emergency and evacuation Plan

Note: Advertising Permit application must be submitted in case of using outdoor Advertising – e.g. directional signage, banners, flags etc.)

Terms and Conditions

- I hereby certify that the information, data and documents provided with this application are true, genuine and correct to the best of my knowledge. In case of default/failure to comply with any of the aforesaid conditions or the documents submitted by us is found false/forged, our application will be rejected forfeiting any applicable fees paid.
- I hereby undertake that i have completely read and understood the DDA Zoning Affair Event Guidelines.

ORGANIZER DETAILS

NAME		DATE	
TEL		SIGNATURE & STAMP	
MOBILE			
EMAIL			