



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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Balfour, 2410

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Registration Application Form:

Application to Operate

Spaza / Tuck Shop

OR

General Dealer



As registered owner of the below-mentioned property, I hereby formally apply to the _____ Municipality to operate a Spaza Shop or Tuck Shop or General Dealer, in terms of the provisions of the relevant town-planning scheme/applicable legislation.

I am aware that the subject property is currently zoned as _____ CONDITIONS.

- 1) A spaza/tuck shop or general dealer owner, who is a South African and/or holds a valid business license in the case of a general dealer qualifies to apply.
- 2) In the case of non-South African citizens, the spaza /tuck shop or general dealer owner must:
 - a) have been lawfully admitted into the Republic and must hold a valid passport with a visa issued by the Department of Home Affairs in terms of section 10, 15 and 22 of the Immigration Act, 2002 (Act No.13 of 2002), authorising him or her to operate a business; or
 - b) alternatively, hold an asylum seekers permit issued in terms of section 22 of the Refugees Act, 1998 (Act No. 130 of 1998), which allows him or her to work.
 - b) Permission to operate the business will be linked to the period covered by the asylum seekers permit.
- 3) The following documents must accompany each application form when submitted as from Tuesday 18, November 2024:
 - a) Certified copy of a valid South African ID document.
 - b) Certified copy of a valid passport with visa authorising to operate a business (non- SA citizens).
 - c) Certified copy of asylum seekers permits which allows him or her to work (non-SA citizens).
 - d) A valid and certified copy of business licence in case of a general dealer.
 - e) Certified copy of registration with the Companies and Intellectual Property Commission (CIPC), and the South African Revenue Services (SARS).



- 4) Spaza/tuck shop or general dealer owner is committing to the following:
- a) Sanitising before and after serving each customer.
 - b) Disinfecting the service counters.
 - c) Maintain the applicable social distance between customers, and the customer and service point.
 - d) No sale of counterfeit goods and stale/expired foodstuff. e) Not use trading spaces as sleeping quarters.

Section 1: Owner/Applicant Details

Application for: _____

Name of Spaza/Tuck Shop or General Dealer: _____

Surname: _____ Full Names: _____

Identity/Passport Number of Owner/Applicant _____

Date of Birth: _____

Contact Details of Owner/Applicant:

Tel. Numbers: (H) _____ (W) _____ (C) _____

E-mail Address: _____

Residential Address:

Street: _____ City: _____

Province: _____ Postal Code: _____

Citizenship:

South African Yes No

Non-South African (Provide Permit Number): _____



Section 2: Business Details

Business Name: _____

Physical Business Address (Property Information):

Registered Owner: _____

Township: _____ Erf No.: _____

Property Size (in m²) _____ Region & Ward No: _____

Type of Business Structure:

	Sole Proprietorship
	Partnership
	Other, (Specify)

Nature of Goods / Services Offered:

Number of Employees: _____

Business Operating Hours:

Start: _____ AM/PM

End : _____ AM/PM



Section 3: Required Attachments

Please ensure all required documents are attached:

REQUIREMENTS		
	YES	NO
1.Certified Copy of ID / Passport		
2. Proof of Resident (Municipal Bill or Land Affidavit)		
3. Tax Clearance Certificate or SARS Registration Proof		
4. Lease Agreement (if rented site)		
5. Title Deed or Occupancy Permission		
6. Building Plan for Shop, including layout and structural details		
7. Neighbor's consent Form		

Section 4: Compliance

REQUIREMENTS	YES	NO
Does the shop comply with Municipal Zoning Laws?		
Is the shop equipped with the fire safety measures?		

Section 5: Undertaking and Declaration

UNDERTAKING:

- 1) I desire that a Spaza/tuck shop or General Dealer be operated from a portion of the subject property and the aforesaid be used for no other purposes, whatsoever, except the main use of the property which shall remain residential.
- 2) I undertake that, in the event of the Dipaleseng Local Municipality approving my application, the above-mentioned business/activity/building will be operated/constructed in such a manner, to cause as little nuisance as possible to the surrounding residents.



- 3) I understand that, in the event of the premises being used for any other purposes than the abovementioned or other than provided for in the zoning, as stipulated in the relevant town-planning scheme/applicable legislation, the Dipaleseng Local Municipality will be entitled to take immediate action, in order to interdict the carrying on of such illegal business/activity/building and to close it down or to carry out any other proceedings, the aforesaid may deem advisable, without any compensation being payable by the Dipaleseng Local Municipality.
- 4) In order to ensure that the above provisions will be carried out, I agree that the Municipality, shall have the right at all reasonable times, to enter upon the aforesaid property and/or any buildings or structures erected thereon, for the purpose of inspecting the aforesaid property, buildings and structures and the nature of the business and/or other activity therein.

Declaration:

I, _____ hereby declare that the above information is true and correct to the best of my knowledge. I understand the providing false Information may result in penalties or disqualification from registration.

SIGNATURE : _____

DATE : _____

(DEPARTMENTAL INPUT ON COMPLAINANCE)

DIRECTOR
(Community Services & Public Safety)

DIRECTOR
(Planning & Economic Development)



DIRECTOR
(Infrastructure Services)

(CHIEF FINANCIAL OFFICER)

ACTING DIRECTOR
(Corporate Services)

MUNICIPAL MANAGER