

APPLICATION FOR THE ISSUING OF A FORMAL LICENCE TO CONDUCT A BUSINESS



Dipaleseng Municipality

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Address all correspondence to the Municipal Manager

Registration Application Form:

Application to Obtain

A

Business License



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

- 1) A business 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 business 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), authorizing him or her to operate **ONLY** a business;
- 3) The following documents must accompany each application form when submitted
 - a) Certified copy of a valid South African ID document of business owner;
 - b) Certified copy of a valid passport with visa authorizing to **ONLY** operate a business (non- SA citizens) of business owner;
 - c) Certified copy of registration with the Companies and Intellectual Property Commission (CIPC), and the South African Revenue Services (SARS) issued to the business that is applying;
 - d) Confirmation of appropriate zoning through zoning certificate or approval letter of zoning;
 - e) Confirmation of approved building plans and structural layout plans;
 - f) Title Deed or Lease Agreement if property is leased;
 - g) Up to date statement of account or approved payment plan from Finance Department
 - h) Fire and safety certificate from Chief of Fire
 - i) Certificate of Acceptability from Health practitioners (for trade of food)

- j) Proof of payment of Application fee (R1 369.86)
- 4) The business owner does commit to the following:
 - a) No sale of counterfeit goods and stale/expired foodstuff.
 - b) Not using trading spaces as sleeping quarters.

Section 1: Business Owner/Applicant Details

Application for (type of business): _____

Applicant 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:

Erf: _____ Town _____

Province: _____ Postal Code: _____

Citizenship:

South African Yes No

Non-South African (Provide Passport Number/Business Visa): _____

Section 2: Business Details

Business Name: _____

Physical Business Address (Property Information):

Property Registered Owner: _____

Township: _____ Erf No.: _____

Property Size (in m²) _____ 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			Confirmation by DLM Officials	
	YES	NO		
1. Certified Copy of SA ID / Valid Passport & Business Visa for non-South Africans & confirmation of minimum required investment				
2. Up to date statement of account or proof of payment plan from Finance Department				
3. Tax Clearance Certificate or SARS Registration Proof issued in the name of the business				
4. Lease Agreement (if rented site)				
5. Title Deed or Occupancy Permission				
6. Approved Building Plan for Shop, including layout and structural details				
7. Neighbor's consent Form				
8. Applicant's CIPC Registration Proof				
9. Confirmation of appropriate zoning/ Approval letter for zoning				
10. Fire and Safety Certificate				
11. Certificate of Acceptability (for trade of food)				

Section 4: Compliance

REQUIREMENTS	YES	NO	Confirmation by DLM Officials	
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 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 neighbors.

- 2) 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.

- 3) 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:

BUSINESS LICENSE/PERMIT APPLICATION CIRCULATION SHEET: INPUTS FROM DEPARTMENTS

Department/Unit	Comments/recommendation for approval & signature	Date Received	HOD Signature
Building Control Unit Town Planning Unit			
Chief of Fire Unit Chief of Traffic Unit			
Finance Department			
Legal Unit			
IS Department			

Environmental Health Practitioners			
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