

# **Registration Application Form:**

**Application to Obtain**

**A**

**Business Permit  
For Informal Sector**

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 pieces of applicable legislation.

- 1) A business owner, who is a South African must hold a valid business permit issued by the municipality.
- 2) In the case of non-South African citizens, preference will be given to South African locals.
- 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 registration with the Companies and Intellectual Property Commission (CIPC), and the South African Revenue Services (SARS) issued to the business that is applying;
  - c) Signed Written Consent Use for operating bus on residential area (R1 369.98) ;
  - d) Confirmation of approved building plans and structural layout plans;
  - e) Title Deed or Lease Agreement if property is leased or signed permission to occupy by land owner;
  - f) Up to date statement of account or approved payment plan from Finance Department
  - g) Fire and safety certificate from Chief of Fire
  - h) Certificate of Acceptability from Health practitioners (for trade of food)
  - i) Proof of payment of Application fee (R 273.04)
- 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 Nr. of Applicant \_\_\_\_\_

*Application to Operate a Business License*

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 m<sup>2</sup>) \_\_\_\_\_

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	YES	NO
1. Certified Copy of SA ID				
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. Approved written consent use for businesses operating in Residential area <b>(valid for 12 months)</b>				
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:

- 4) 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.

- 5) 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.
- 6) 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:**

\_\_\_\_\_