



APPROVED BUSINESS LICENCE POLICY

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1. DEFINITIONS

The Municipality	Refers to Victor Khanye Local Municipality as established in terms of the prescription.
Approval	Means approved by an authorized official
Authorised Official	Means an official of the Council to whom it has delegated a duty, a function or power under this policy, in relation to the exercise or performance of that duty, function or power and includes any employee acting under the control and direction of such official
Business act	Means the Business Act, 71 of 1991, and includes the regulations made there under
Business premises	Means the premises upon, in or from which the business is or to be carried on
Carry on business	Means opening or keeping open of any premises for such purpose
Condition	In relation to a license, means a condition imposed under Business Act 71 of 1991, section 2 (6) or 2 (8) (a) and specified in the relevant licence.
Employee	Means any person employed by or working for any employer
Accommodation establishment	means a place in which accommodation is provided for gain, with or without meals
Film	means any sequence of visual images recorded in such a manner that by using such recording such images will be capable of being seen as a moving picture, and includes any picture intended for exhibition through any medium of device

Foodstuff	means any article or substance (except medicine as defined in the Medicines and Related Substances Act, 1965 (Act No. 101 of 1965) ordinarily eaten or drunk by a person or purporting to be suitable, or manufactured or sold, for human consumption, and includes any art or ingredient of any such article or substance, or any substance used or intended or destined to be used as a part or ingredient of any such article or substance
Perishable food	means any foodstuff with no account of its composition, ingredients, moisture content and or pH value and its lack or preservatives and suitable packaging is susceptible to an uninhibited increase in microbes thereon or therein if the foodstuff is kept within the temperature spectrum of 4-65 degrees Celsius, and includes the perishable foodstuffs listed in GN R 1183 of 1 June 1990, excluding fruit and vegetables
Take away foodstuffs	means ant perishable food which may be consumed without having to undergo any further process of preparation to make it consumable
License	Means a certificate or authorization given by the Council to a license holder to carry on a business in the Municipal jurisdiction
License holder	Means a person who is the holder of a license
Licensing authority	Means Victor Khanye Local Municipality, or person or body designated or appointed under section 2 of the act as a licensing authority
Licensing Officer	Means an official appointed by the Municipal Manager to undertake Municipal duties and functions
Premises	Means any land, building, structure, part of a building or of a structure; 'Sell' means to prepare, process, store, offer or display for sale

2 ABBREVIATIONS

VKLM :	Victor Khanye Local Municipality
LED :	Local Economic Development
EHP :	Environmental Health Practitioner

3 APPLICABLE LEGISLATION

Constitution of the Republic of South Africa, 1996
Business Act, 1991 (Act 71 of 1991)
Businesses Amendment Act, 1993
Refugee Act 130 of 1998
Immigration Act 13 of 2002
Immigration Regulation, 2004
Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000)
Films and Publications Act, 1996 (Act 65 of 1996)
Mpumalanga Business Act, 1996 (Act 2 of 1996)
Mpumalanga Business Licensing Regulations, 1997
Fire Department By-laws and Regulations
National Building Regulations Act 103 of 1977
National Road Traffic Act, 1996 (Act 93 of 1996)
National Environmental Management Act 107 of 1998 (NEMA)

4 POLICY OBJECTIVES

To provide a uniform approach to the issuing of business licenses, having regard to the principles set out in the Business and Constitution, taking into consideration the need of the residents to actively participate in economic activities and taking into consideration the need to maintain a clean, healthy and safe environment.

4.1 **Businesses covered by the policy and procedure**

The following businesses must apply to the Victor Khanye Local Municipality for a business licence:

Item 1: Sale or supply of meals or perishable foodstuffs

The carrying on of business by the sale or supply to consumers of-

- a) any foodstuff in the form of meals for consumption on or off business premises;
or
- b) any perishable foodstuff

Item 2: Provision of certain types of health facilities or entertainment

The carrying on of business by:

- a) providing Turkish baths, saunas or other health baths;
- b) providing massage or infra-red treatment;
- c) making the services of an escort, whether male or female, available to any other person;
- d) keeping three or more mechanical, electronic or electrical contrivances, instruments, apparatus or devices which are designed or used for the purpose of the playing of any game or for the purpose of recreation or amusement, and the operation which involves the payment of any valuable consideration, either by the insertion of a coin, token coin or disc therein or in an appliance attached thereto or in any manner;
- e) keeping three or more snooker or billiard tables, which includes 'pool' tables;
- f) keeping or conducting a night club, tavern or discotheque;
- g) conducting adult premises referred in Section 24 of the Films and Publications Act, 1996 (Act 65 of 1996).

Item 3: Hawking in meals or perishable foodstuffs

The carrying on of business, whether as principal, employee or agent, by selling any foodstuff (baker, butcher, café keeper, fishmonger or fish fryer, food manufacture, fruit, vegetables and plant dealer, general dealer, milk shop, miller, restaurant keeper)

- a) Which is conveyed from place to place, whether by vehicle or otherwise
- b) On a public road or at any place accessible to the public; or
- c) In, on or from a movable structure or stationary vehicle; unless the business is conveyed by a licence for a business referred to in item 1 of this Schedule.

Item 4: Accommodation establishments

All accommodation establishments, as defined, must apply for a business licence in terms of this policy

Prohibition: No person may operate a business mentioned in this paragraph within the area of the Victor Khanye Local Municipality without a valid business licence issued by the Municipality. Any person who opened a new business as set out in this paragraph, who moved premises or a business where a change of ownership occurred must apply for a business licence.

4.2 Businesses excluded from section 4.1

All businesses mentioned under schedule 2 of the Act namely:

- a) Business carried on by the State or the Municipality
- b) Business carried on by a charitable, religious, educational, cultural, agricultural association, organization of a public nature if all profits derived from the business are devoted entirely for the purpose of that or any other such association, organization or institution.
- c) In the case of the carrying on of business by the sale or supply to consumers of any foodstuff in the form of meals consumption on or off the business premises, or any perishable foodstuff, such as business which is carried on:
 - (i) by a social sports or recreation club which is a non-proprietary club and restricts the business to the sale or supply to its members and their guests of foodstuffs for consumption on or in the business premises; or
 - (ii) by or on behalf of an employer for an employee as such of the employer.

4.3 The applicant must indicate how the following will be dealt with:

- a) Noise by customers;
- b) Littering;
- c) Disposal of industrial effluent generated;
- d) Parking (where the offloading of products for the spaza shop will be), and
- e) Any other documentation that may be required, to the discretion of the Municipality.

5 LICENSING OF A BUSINESS

5.1 No person shall carry on any business in the area of licensing authority –

- a) Unless, in the case of a business referred to in subsection 4.1 (Item 1&2) he or she is the holder of an opposite license issued to him or her by the licensing authority in respect of the business premises concerned.
 - (i) Unless, in the case of a business referred to in subsection 4.1 (Item 3), he or she is the holder of a hawker's license issued to him or her by the licensing authority;
 - (ii) Contrary to a condition.
- b) A licensing authority shall, subject to the provisions of subsection (4.2), issue a license which is properly for unless –
 - (i) In the case of a business referred to in subsection 4.1 (Item 1&2), the business premises do not comply with a requirement relating to town planning or the safety or health of the public of any law which applies to those premises;
 - (ii) In the case of a business referred in subsection 4.1 (Item 1&3), any apparatus, equipment, storage space, working surface, structure, vehicle, conveyance or any other article or place used for or in connection with the preparation, handling or sale of foodstuffs, does not comply with requirement of a law relating to the health of the public;
 - (iii) In the case of a business referred to in subsection 4.1 (Item 2), the licensing authority is satisfied that –
 - ❖ The applicant, whether or not he is or will be actual and effective control of the business; or
 - ❖ If another person is or will be so in control, that other person, is not a suitable person to carry on the business, whether by reason of his character, having regard to any conviction recorded against him, his previous conduct or for any other reason;
 - ❖ In the case of an application for hawker's license, such a license of which the applicant concerned was the holder, was withdrawn under subsection (11) at any time during the preceding 12 months.

- c) For the purposes of subsection (b) (iii), a licensing authority may ask the South African Police for a report stating particulars of all convictions (if any) recorded against an applicant concerned or against any person referred to in subsection (2) (b) (iii).
- d) For the purposes of such a report any member of the South African Police may require the applicant or person concerned to furnish such information and particulars (including and fingerprints, palm-print or footprint) as that member may consider necessary.
- e) In considering an application for a license, a licensing authority may –
 - (i) Grant the application on condition that –
 - ❖ The business premises concerned shall, before the license is issued, comply with a requirement contemplated in subsection (b) (ii) stipulated by the licensing authority and made known in writing to the applicant;
 - ❖ Any apparatus, equipment, storage space, working surface, structure, vehicle, conveyance, article or place referred to subsection (b) shall, before the license is issued, comply with the requirement contemplated in that subsection so stipulated and made known;
- f) Issue the license subject to any conditions therein specified in terms of which the license holder shall in connection with the business premises or any such apparatus, equipment, storage space, working surface, structure, vehicle, conveyance, article or place –
 - (i) Comply with a specific requirement contemplated in subsection (2) (a) as the case may be; or
 - (ii) Within a specified period comply with such requirement.
- g) A licensing authority may, on application by a license holder, by the way of endorsement on the license –
 - (i) Amend a condition;
 - (ii) Extend the period referred to in subsection (5) (f) (ii);
 - (iii) Revoke a condition;
 - (iv) Indicate that a condition specified in the license has been complied with.
- h) A licensing authority may at any time, after giving the license holder concerned a reasonable opportunity to be heard, if it considers it necessary on the ground

of changed circumstances in relation to a business or relevant business premises, by way of endorsement on the license concerned amend a condition or impose a condition referred to in subsection (5) (b).

- (i) For the purposes this paragraph, a licensing authority may require a license holder to produce his license to the licensing authority.
- i) A licensing authority may at any time, after giving the license holder concerned a reasonable opportunity to be heard, withdraw or suspend a license –
 - (i) On the ground that the business premises do not comply with a requirement contemplated in subsection (b) (i);
 - (ii) On the ground that the license holder failed to produce his license to the licensing authority within 14 days after the receipt of a written request referred to in subsection (5) (h) (i);
 - (iii) In the case of a business referred to in subsection 4.1 (Item 2), if the licensing authority is satisfied that, if application had been made at the time for the license concerned, the application could have been refused by virtue of subsection (b) (ii);
- j) In the case of a business referred to in subsection 4.1 (Item 1&3), on the ground that –
 - (i) Any foodstuff sold by the license holder does not comply with a requirement of a law relating to the health of the public;
 - (ii) Any apparatus, equipment, storage space, working surface, structure, vehicle, conveyance or any other article or place used for or in connection with the preparation, handling or sale of foodstuffs, does not comply with a requirement of a law relating to the health of the public.
- k) When a licensing authority decides to refuse an application for a license, or grant such an application subject to a condition contemplated in subsection (5) (a), or to issue a license subject to a condition, or to amend or impose a condition under subsection (5) (h), or to withdraw or suspend a license, it shall as soon as practicable –
 - (i) Notify the applicant or license holder concerned in writing of its decision;
 - (ii) Furnish the applicant or license holder concerned in writing with the reasons for its decision;
 - (iii) Inform the applicant or license holder concerned in writing of his or her right of appeal under section 9.

- l) The issue of a license shall not relieve the license holder of complying with any law or legal requirement in connection with the business or premises concerned.

6 APPLICATION PROCEDURE

6.1 The following steps must be followed (Full details are attached as Annexure A) in order to apply for a business licence:

6.1.1 Complete the “Application for the issuing of a business licence” form (Annexure B), available at Victor Khanye Local Municipality Local Economic Development (LED Unit).

7 APPLICATION PROCEDURE

7.1 The following steps must be followed (Full details are attached as Annexure A) in order to apply for a business licence:

7.1.1 Complete the “Application for the issuing of a business licence” form (Annexure B), available at Victor Khanye Local Municipality Local Economic Development (LED Unit).

7.1.2 A once-off application fee must be paid to Municipal Cashiers (**in accordance with the municipal Tariff Structure**).

7.1.3 Attach the following documents to the completed application form:

- a) The receipt for payment;
- b) A copy of applicants ID and the business registration documents (if a company, closed corporation or any other form of formal enterprise);
- c) Applicants who apply for sale of take away foodstuffs from caravans or trolleys must identify 3 suitable places within available stands;
- d) Certificate of acceptability (see par 4.4 for the procedure to obtain a certificate of acceptability)

7.1.4 Submit the application form and the supporting documents to the Local Economic Development Unit

8 CONDITIONS APPLICABLE TO APPLICATIONS FOR BUSINESS LICENCES AND CUSTOMER CARE INFORMATION

- a) The following documents are a precondition and should be submitted together with the application form:
- i. Proof of Police Clearance
 - ii. Municipal Account (**Not Proof of Residents**)
 - iii. CIPC Company Registration
 - iv. Copy of SARS tax certificate
 - v. Certificate of Acceptability
 - vi. Certificate of Compliance (Building Inspectorate)
 - vii. Zoning certificate
 - viii. Business Permit/Visa and Copy of Passport Document from DHA (**Foreign Nationals**)
 - ix. Neighbour's notification signed form
- b) The Local Economic Development Unit will within 5 working days of receiving a complete application, refer the application to the undermentioned departments for their comments and inspections:
- (i) **Municipal Health at Nkangala District Municipality** – for verification of the Certificate of Acceptability;
 - (ii) **Fire department** – Fire prevention and safety;
 - (iii) **Town planning** – For special consent, rezoning requirements etc;
 - (iv) **Traffic Department** – Parking and traffic related matters;
 - (v) **Building Inspectorate** – Compliance with relevant legislations.
- c) The licence fee shall be paid before the licence is issued to municipal tellers and a receipt should be submitted to the LED unit.
- d) The non-payment of the licence fee within a period of fourteen (14) days will result in the cancellation of the licence application.
- e) A cancelled application will require the applicant to lodge a new application and the prescribed processes in terms of a new application will be followed.

- f) A licence application for change of ownership and/or change of business will be treated the same way as if it is a new application for a business licence.
- g) A licence will only be issued to the applicant once the stipulated licence fee is paid.
- h) Environmental Health Practitioners (EHP's) may visit premises unannounced.

9 CERTIFICATE OF ACCEPTABILITY

- a) Obtain and complete an application form from Nkangala District Municipality;
- b) Pay the prescribed application fee at Nkangala District Municipality;
- c) Make an appointment with one of the EHP's and submit the completed form and the receipt.

10 APPEAL PROCEDURE

- a) Decisions on the approval or disapproval of applications are normally made in terms of delegated authority by the **Licensing Officer** of the municipality.
- b) A person whose rights are affected by a decision taken by such staff member, may appeal against that decision by giving a written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision.
- c) The Municipal Manager will consider the appeal, and confirm, vary or revoke the decision.
- d) The appeal will be conducted and concluded within 6 weeks or within such a period as may be agreed upon between the licensing, after the receipt of the application.

11 VALIDITY OF BUSINESS LICENCE

11.1 Business licences shall remain valid for an indefinite period, provided that:

- a) the business licence fee as determined by the Municipality from time to time in its terms of Tariff Policy is renewed; and
- b) any condition/s imposed by the municipality is complied with.

12 INVALID BUSINESS LICENCE

12.1 Victor Khanye Local Municipality requires all holders of business licenses to renew their licenses every two (2) years, no later than the day the license expires.

12.2 Failing to renew a business license on the notification period will result on being suspended as a license holder and the business holder will be required to reapply and an applicable penal provisions will be effected.

12.3 A business licence will become invalid:

- a) when ownership changes; or
- b) the business is moved to another premises within the municipal area;
- c) the nature of the business changes; or
- d) when the applicant fails to pay the licence fee within 3 months of having been notified that the application has been approved.
- e) when the applicant fails to renew and pay the licence renewal fee within 30 days after the expiry date of the licence.

13 PENAL PROVISION

- a) Any person who contravenes a provision of section 5 (5.1) shall be guilty of an offence and liable on conviction (in accordance with section 5 of the Business Licence Act 71 of 1991) –
 - (i) To a fine not exceeding R 1 000.00 or imprisonment for a period not exceeding three months, or to both such fine and such imprisonment; and
 - (ii) To an additional fine not exceeding R 10.00 for every day on which the offence continues.
- b) When a person in control of a business, or director, manager, employee or agent, of a license holder performs any act which it would be an offence under subsection 5.1 (ii) for that license holder to perform himself, the license holder shall be deemed to have performed the act himself, and shall be liable on conviction to the penalties mentioned in subsection (a), unless he proves to the satisfaction of the court that –

- (i) In performing the act the person in control, or the director, manager, employee or agent, was acting without his knowledge or permission;
 - (ii) All reasonable steps were taken by him to prevent the performance of any act of the kind in question; and
 - (iii) It was not within the scope of the authority or the course of employment of the person in control, or the director, manager, employee or agent, to perform and act on the kind in question.
- c) The fact that a license holder issued instructions forbidding any act referred to in subsection (5.1), shall not by itself be accepted as sufficient proof that he took all steps referred to in paragraph (b) (ii).
- d) When a licence holder is by virtue of provisions of paragraph (a) liable for anything done by any other person, that other person shall also be liable as if he were the license holder.
- e) In any prosecution for an offence referred to in subsection (5.1), an allegation in the charge concerned that –
- (i) Any goods with which a business was carried on or which were used in connection with a business were or were not of a particular kind, class, type or description;
 - (ii) Any place is situated in a particular area;
 - (iii) Any person was in control of a business or was a director, manager, employee or agent of a license holder, shall be presumed to be correct unless the contrary is proved.
- f) A fine is imposed or bail entreated in respect of an offence under subsection (5.1), shall accrue –
- (i) Where the offence was committed within the area of jurisdiction of a local authority, to that local authority;
 - i. In any other case, to the administrator concerned.

14 ENFORCEMENT

- a) A business should always display the preconditioned documents [**Refer to Section 8(a)**], including **an appointment letter of a manager/person responsible in the absence of the business owner**.
- b) Should the business fail to display the said documents in the shop, a fine amount approved by the Municipal Council will be charged.

- c) A Peace/Law Enforcement Officer will anytime visit business premises to check if the business have complied with the policy, should the business fail to comply with the policy the business will be afforded a 5 days grace period.
- d) If after 5 days no remedial action has been taken to comply with the policy, the business will be closed and a contravention fine will be issued.

15 SHORT TITLE AND COMMENCEMENT

This policy called Victor Khanye Local Municipality: Business Licensing policy takes effect after first date of official approval by Municipal Council.

16 FORMS AND PRO FORMA LICENCES

The following forms must be used

- (a) Application Form (**Annexure B**)
- (b) Comments from relevant departments (**Annexure C**)
- (c) *Pro forma* business licence (**Annexure D**)

ANNEXURE A

WHY DO YOU NEED TO APPLY

If you open a business that requires a license, you may not, unless otherwise indicated, begin trading before a license has been issued. Trading without a valid license is a punishable offense. Licensing is governed by the Business Act No. 71 of 1991, which is national law. Schedule 1 of the Business Act No 71 of 1991 lists the businesses which need a license.

Only applies to Victor Khanye Local Municipality which includes all its area of jurisdiction.

Which businesses need to apply for a License?

- ❖ Food Provision needs a license to sell or supply meals, takeaways or perishable food.
- ❖ Health and Entertainment Facilities need a license for:
 - ✚ Turkish baths, saunas and health baths;
 - ✚ Massage or infrared treatments;
 - ✚ Male and Female escorts;
 - ✚ Three or more slot machines and electronic games;
 - ✚ Three or more snooker or billiard tables;
 - ✚ Nightclubs and discotheques, where live or loud music is played;
 - ✚ Adult premises;
 - ✚ Spaza Shops,
- ❖ Hawkers: If you are a hawker selling food and meals, which you take from place to place or sell from a vehicle, you need a license.
- ❖ Other types of Licensing Bodies for Licenses (Registrar of Companies Contact CIPRO for registration of the following type of companies.

LIQUOR LICENSES: To apply for a liquor license, contact the Liquor Officer at your nearest Police Station or the Liquor Board.

Address: The Liquor Board, Mpumalanga Economic Regulator Building, First Avenue White River, Mpumalanga Province, South Africa, 1240.

Tel. 031 750 8000 or facsimile 013 759 8099

STEPS ON HOW TO APPLY FOR A BUSINESS LICENSE

Step 1:

Complete a business license application form (L1) which is available from the Local Economic Development Office, Municipal Main Building, Cnr Samuel Street & Van Der Walt Road, Delmas, 2210.

For enquiries please contact:

(Mr) Nhlanhla Masango

Tel: 013 665 6000 or 087

Email: masangon@vklm.gov.za

Office Hours

Monday - Thursday: 07:30 - 16:30

Friday: 07h30 - 13:30

Other Requirements which may need to be met

If reports received from the relevant departments indicate that other requirements need to be met, the Local Economic Development Unit will inform the applicant telephonically or in writing.

The applicant must comply with the requirements and then arrange a re-inspection with the officer concerned.

Step 2:

The application must be completed and submitted to the License Officer (in addition to the Certificate of Acceptability application – Refer to Section 9). The Town Planning Department will assist you to establish whether there are business rights on the property and whether the zoning rights comply with the Scheme Regulations.

If your application complies with the aforementioned requirements, the application process can proceed.

Step 3:

Payment of Fee

An application fee (annually increased as per Council's tariff structure) is payable at the cashiers for the application of a business license.

A receipt will be issued for the fees paid.

Step 4:

Circulation for Comments

The application is then sent to the relevant Departments for comments and recommendations, which may include:

- (i) Municipal Health at Nkangala District Municipality;
- (ii) Fire department;
- (iii) Town planning;
- (iv) Traffic Department;
- (v) Building Inspectorate.

Step 5:

Issuing of License

Once the comments of all relevant departments have been received, the Local Economic Development Unit, will issue the license.

Other Requirements which may need to be met.

If reports received from the relevant departments indicate that other requirements need to be met, the Local Economic Development Unit will send a notice to the applicant.

The applicant must comply with the requirements and then arrange a re-inspection with the officer concerned.

Step 6:

License Issued

The license will be issued only once ALL relevant departments have returned a recommendation of approval.

Does the business licence have to be renewed?

Traders do have to apply for a new licence every year.

If they move their business to other premises?

If they sell the business, the new owner will have to apply for a licence.

What happens if a person sells food and does not get a business licence?

- a) It is a criminal offence to operate without a licence, when the business has anything to do with making or selling food which can go off certain types of health or entertainment activities.
- b) The owner could be fined an amount not exceeding R 1 000.00 or imprisonment for a period not exceeding three months, or to both such fine and such imprisonment.
- c) It is also a criminal offence to sell alcohol without a liquor licence.
- d) **A business license or application cannot be transferred with a change of ownership.**
- e) A business license can be withdrawn or suspended if there is a failure to comply with an endorsement.

ANNEXURE B

APPLICATION FOR THE ISSUING OF A LICENCE TO CONDUCT A BUSINESS

APPLICATION FOR THE ISSUING OF A LICENCE TO CONDUCT A BUSINESS



P.O BOX 6, DELMAS, 2210: CORNER VAN DER WALT & SAMUEL ROAD, DELMAS, 2210: TEL: 013 665 6000

Made in terms of Regulation 5 of the licensing of Businesses Regulations, 1996 made under Section 6 of the Mpumalanga Business Act, 1996 (Act 2 of 1996)

To: The Licencing Authority of the Victor Khanye Local Municipality

Nature of the business in respect of which this licence application is submitted:

--

Particulars of applicant

Full names	
Identity number	
Work permit (if applicable)	
Residential address	
Postal address	
Telephone number/s	
E-mail	
Is the applicant the owner of the business?	
Nature of ownership (mark with an "X"):	
Individual	Partnership
Private Company	Public Company
Closed Corporation	Other

Notes:

1. In the case of a company or closed corporation, a schedule must be attached reflecting the registered names and address of the entity, its full name and address, the full names and residential, postal and business address of every director or managing member and a copy of the Certificate of Incorporation.
2. In the case of a partnership, a schedule must be attached reflecting the full names, identity number and residential, postal and business address of every partner.

Name under which the business will be trading	
-----------------------------------------------	--

In the case of a business where foodstuffs in the form of meals or perishable foodstuffs will be sold or supplied, state the particulars of the kinds of foodstuffs that will be sold or supplied:

--

Has the applicant's estate ever been sequestrated?	Yes	No
If Yes, has he or she been rehabilitated?	Yes	No
If No, is the applicant's trustees consent to carry business attached	Yes	No

Particulars of the person who will be in actual and effective control of the business:

Full names	
Identity number	
Residential address	
Postal address	
Postal code	

Location of business premises (Complete applicable parts)

Stand/erf number/GIS point	
Township/suburb	
Street number	
Name of building	
Office/shop number	
Floor number	
Plot/portion number	
Name of farm/agricultural holding	
Registration division	
Number of the deed of transfer of the property	
Full names of the registered owner of the property	
Magistrate district	

I hereby declare that the information supplied above is true and correct:

.....
Signature of applicant

.....
Date

.....
Capacity of applicant

Office use only:

Office date stamp

Receipt number:

Licencing official

ANNEXURE C

COMMENTS FROM DEPARTMENTS

**APPLICATION FOR THE ISSUING OF A LICENCE TO CONDUCT A BUSINESS:
COMMENTS FROM THE RELEVANT DEPARTMENTS**



P.O BOX 6, DELMAS, 2210: CORNER VAN DER WALT & SAMUEL ROAD, DELMAS, 2210: TEL: 013 665 6000

**Made in terms of Regulation 5 of the licensing of Businesses Regulations, 1996 made under
Section 6 of the Mpumalanga Business Act, 1996 (Act 2 of 1996)**

FROM : LICENCING OFFICER

TO : RELEVANT SECTION

- TRAFFIC DEPARTMENT
- FIRE DEPARTMENT
- TOWN PLANNING
- BUILDING INSPECTORATE
- ENVIRONMENTAL HEALTH
- WASTE MANAGEMENT
- ELECTRICITY
- WATER AND SANITATION

REF NR : _____

DATE : _____

Your comments concerning this application within 10 days will be appreciated.

Type of licence	
Trade name	
Business Address	
Stand Number	
Owner of the business/Contact/Responsible person (in case of a Trust or Company)	

ANNEXURE D

LICENCE TO CONDUCT A BUSINESS

LICENCE TO CONDUCT A BUSINESS



P.O BOX 6, DELMAS, 2210: CORNER VAN DER WALT & SAMUEL ROAD, DELMAS, 2210: TEL: 013 665 6000

Made in terms of Regulation 5 of the licensing of Businesses Regulations, 1996 made under Section 6 of the Mpumalanga Business Act, 1996 (Act 2 of 1996)

Serial Number : _____

Date of issue of licence : _____

Name of licence holder : _____

Name of business : _____

Business Postal Address : _____

Business physical address : _____

Nature of business in respect of which the licence is issued

Signature designated officer

Name and Surname of designated officer

Date

Official Stamp