



OPERATIONAL MANUAL FOR
PROCESSING BUSINESS
LICENSING APPLICATIONS AT
THE VICTOR KHANYE LOCAL
MUNICIPALITY – 2024/29

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1. INTRODUCTIONS AND PURPOSE

Victor Khanye Local Municipality (VKLM) has a constitutional duty to **advance local economic growth and well-being** in terms of Sec 152 of the Constitution of the Republic of South Africa. The development of the local economy is seriously threatened by the ongoing expansion of unlicensed businesses and the rise in illegal foreign owned businesses operating in the VKLM jurisdiction. In order to address these issues, VKLM has created an operational handbook and a business licencing policy. It is important that all relevant parties, including as government officials, business groups, and community leaders, are familiar with these materials.

The purpose of this procedure manual is to highlight the operational procedure regarding the municipal business licensing application process, this is a crucial step for any individual or entity starting a business within the jurisdiction of a Victor Khanye Local Municipality. It serves as a gateway to legitimize the municipal operation and ensures compliance with local regulations and laws.

2. PROCEDURE AND PROCESS OF DEALING WITH APPLICATIONS

Step 1: Collect/Download and complete the Business Licence Application form, which you can find on the Municipal Website or LED Office.

Step 2: The following completed forms be required when applying for a non-hawker business licence:

- ⇒ A **Land Use Clearance Certificate**
- ⇒ A copy of an **Approved Building Plan** of the interior of the premises.
- ⇒ A **Certificate of Occupancy**
- ⇒ An application for **Certificate of Acceptability**
- ⇒ Proof of **Company Banking Details**

Other documents (may be required)

When you are applying for a health and entertainment licence, a **SAPS Clearance Certificate** will be required. This can be applied for at your nearest SAPS station.

For adult film business operations, please include a clearance issued by the Film & Publications Board.

You will also need:

- ⇒ a certified copy of the business owner's ID
- ⇒ a certified copy of the managing director or main staff member's ID

Step 3: Hand your documents in to the Environmental Health Office. You will be issued with a printed instruction to make a cash payment for the licence.

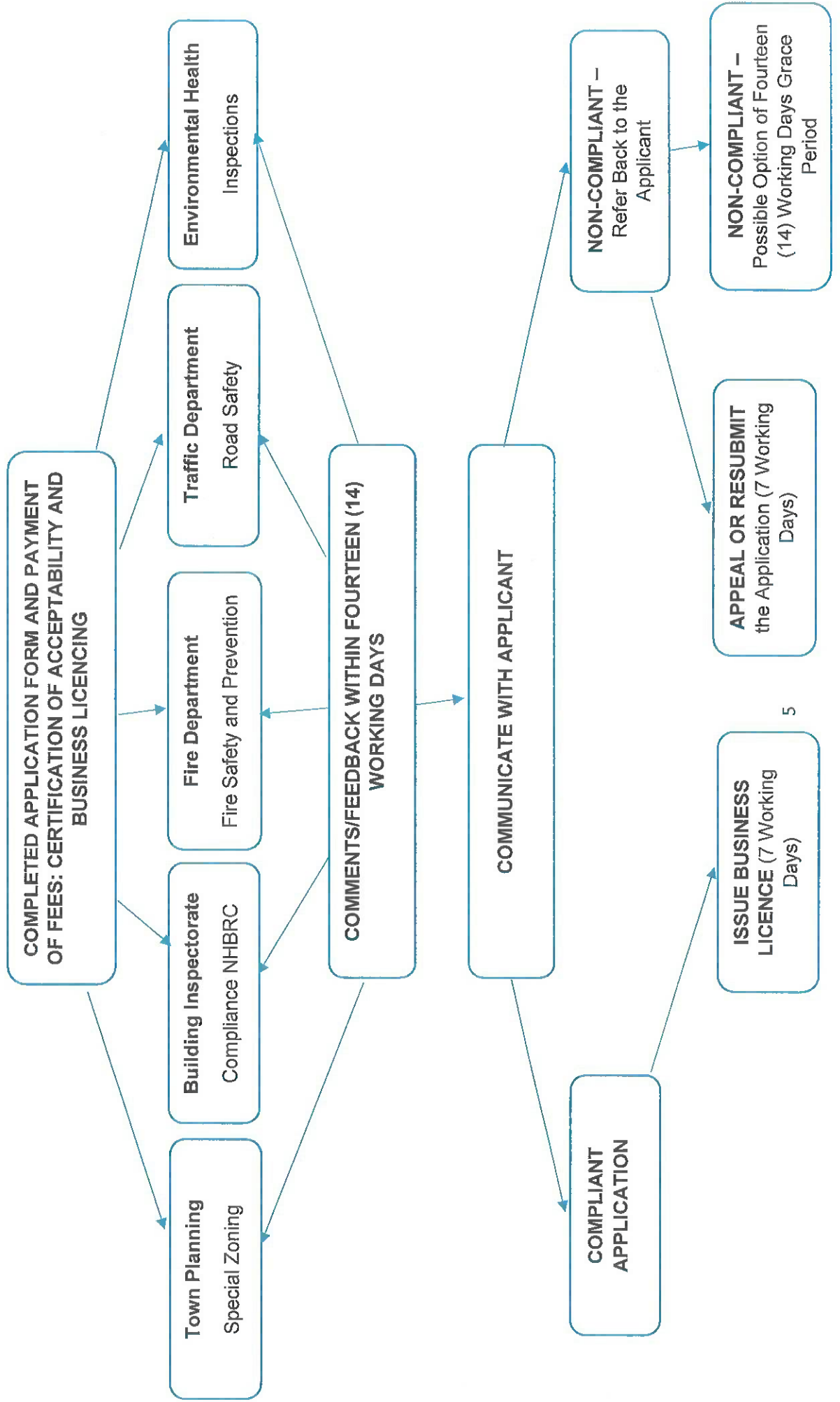
Step 4: Visit the municipal cash offices to make the payment (Certificate of Acceptability and Business Licensing Fees).

Step 5: Take the receipt from that payment back to the Local Development Office. Your information will then be captured and submitted, along with your forms, to the relevant parties for comment.

Step 6: Once comment has been provided, the Assistant Manager: LED will contact you about whether or not your application was accepted or rejected.

If you comply with all the requirements, you will be issued with a licence within 21 (working) days after the submission of the application. If you do not comply, you can apply for a 14 – day grace period to make the necessary changes to your premises so that they meet the requirements.

3. FLOW CHART



4. LICENCE RENEWAL

Every Business Licence holder within Victor Khanye Local Municipality is required to renew the business licence every two (2) year no later than the last day of December. The business owner should apply for the renewal of the business licence before that final day of the previous licence's expiration.

Failing to renew your business licence on the notification period will result on being suspended as a licence holder and you will be required to reapply or applicable penal provisions will be effected.

5. ENFORCEMENT

A business should always display the preconditioned documents [Refer to Section 8(a) of the Policy] , and if the business fail to display the said documents in the shop, a fine amount determined by the Municipal Council and approved by Magistrate will be charged.

A Peace/Law Enforcement Officer will anytime visit business premises to check if the company have complied with the policy, should the business fail to comply with the policy a notice of compliant will be issued, and if after 30 days no remedial action has been taken to comply with the policy a fine will be issued.

6. CONCLUSION

The Victor Khanye Local Municipality's business licence application processing approach will help to expedite the process and find a solution to the issue. It is also made easier to monitor and deal with illicit business operations by the aforementioned procedures and processes.

Submitted by:



Mr M J Duma
Manager: Strategic Support

Date:

21 June 2023

Approved by the Municipal Manager



Mr M Mashabela
Municipal Manager

Date:

21/06/2023