



APPLICATION	RECIPT NO:	AMOUNT
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**APPLICATION FOR ANNUAL NEW BUSINESS LICENSE TO THE LICENSING DEPARTMENT OF STEVE TSHWETE LOCAL MUNICIPALITY**

**1. Type of business for which application for a license is being made**

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**2. Particular of applicant:**

2.1 Full Names: .....

2.2 Identity Number: .....

2.3 Postal Address.....

Residential Address.....

Email Address.....

2.4 Telephone Number: (Cell).....

(Work).....

**3. Nature of ownership (only in the case of a business referred to in item 2 or 3 (1) of schedule 1 of the Business Act, 1991 (Act No 71 of 1991)**

Individual	Partnership	Private Company	Public Company	Close Corporation	Other Specify
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4. In the case of a company or close corporation, a schedule must be attached reflecting the Register name or names and address of the company or close corporation, the full name residential, postal and business address of each director or member, manager and secretary (where applicable) and also a copy of the Certificate of Incorporation.

5. In the case of a partnership, a schedule must be attached reflecting the full name, Identity number, residential, postal and business address of each partner.

6. Name under which the business will be carried on:

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7. In the case of a business where foodstuff in the form of meals or perishable foodstuff will be sold or supplied, state particulars of the kinds of foodstuff in which business will be carried

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8. 1. Has the applications estate ever been sequestrated? Yes/No  
2. If yes has she or he been rehabilitated. Yes/No  
(If no the consent of applicant's trustee to carry on the Business Act, 1991 (Act no 71 of 1991)

9. Particulars of person who will be in actual and effective control of the business (only in the case of a business referred to in term 2 of schedule 1 of the Business Act, 1991(Act no 71 of 1991).

- 1. Full Name.....
- 2. Identity Number.....
- 3. Residential Address.....
- 4. Postal Address.....

10. Situation of business premises (only in the case of business referred to in item (2) of schedule (1) of the Business Act 1991. (Act no 71 of 1991)

If in an urban area.....  
.....  
.....  
.....

Agreement in term of Section 3 (2) of the Mpumalanga Business Act, 1996 (Act No:2 of 1996)

I, the undersigned, hereby accept the

**LOCAL ECONOMIC DEVELOPMENT OF STEVE TSHWETE MUNICIPALITY OF MIDDELBURG**

Will finalize the application within the reasonable period.

It is therefore accepted that if the application has not been finalised within the reasonable period it does not necessary mean that the application has been refused.

No person shall, in respect of a specific Licensing Authority, carry on any business in a n area of that licensing authority, unless he or she is the holder of opposite license issued to him or her by the Licensing Authority in respect of the business premises concerned.

Once the application is approved, an amount of R910.00 is paid for issuing of Business License.

Signature.....

Date.....



## HOW TO APPLY

. A Business License application form must be completed by:

1. Only the registered owner of the property – For a residential area (Tuck-shop/ Spaza shop).
2. Tenant / Owner of the property – For Business zoned area

. Annual Business License fee is paid annually when the application is approved at Steve Tshwete Licensing Department.

### **The following document must be attached to the application form.**

In the case of a company or close corporation, a schedule must be attached reflecting the register name, or names and address of the company or close corporation, the full name, residential, postal and business address of each director or member, manager and secretary (where applicable) and also a copy of the Certificate of Incorporation.

In the case of a partnership, a schedule must be attached reflecting the full name, identity number, postal and business addresses of each partner.

A certified copy of identity document of applicant.

If the applicant is a Foreign National, the copies of the Traffic Register Number Certificate certified or a Valid Passport.

Water & Light statement in respect of the business premises concerned and /Lease Agreement on a business stand.

ID photo x2 must be attached on a business license.

Once the application is approved an amount of R910.00 is paid for issuing of Business Trade License.



## **BUSINESS LICENSING CHECK LIST**

### **THE FOLLOWING REQUIREMENT MUST BE MET BEFORE ANY BUSINESS LICENSE APPLICATION IS ACCEPTED**

<b>NO</b>	<b>REQUIREMENTS</b>	<b>TICK</b>
<b>1</b>	Complete Application Form with Property Description (ERF Number)	
<b>2</b>	Certified ID Copy of a registered owner of a property-for a residential zoned area for a tuck shop	
<b>3</b>	Lease Agreement if the applicant is not the owner of the property where the business will be conducted Or Letter from the landlord if the property is not owned.	
<b>4</b>	Water & lights of the recent statement (not older than three months) in respect of the business premises concerned.	
<b>5</b>	2 X ID Photos to be attached on a business license.	
<b>6</b>	SARS Tax Clearance Certificate latest or most recent at the time of application.	
<b>7</b>	License from the Films and Publications board in terms of the Films and Publication Act.	
<b>8</b>	Certificate of Acceptability for the sale of food and food stuffs- Environmental Health Or Inspection report from Environmental Health Department.	
<b>9</b>	Business Registration documents CIPC/CIPRO/DTI	
<b>10</b>	Letter of consent or approval from Town Planning to conduct business in a residential area where there was no business rights on the property	
<b>11</b>	Fully endorsed work permit Or Letter from Department of Home Affairs declaring confirmation to work and manage a business in the RSA	
<b>12</b>	<b>NO PAYMENT SHOULD BE MADE BEFORE THE REPORTS FROM HEALTH DEPARTMENT, TOWN PLANNING AND FIRE DEPARTMENT HAVE BEEN RECEIVED</b>	

**APPLICATION CHECKED BY:**

**NAME (PRINT)**..... **SIGNATURE**.....



Steve Tshwete  
Local Municipality

OFFICE OF THE MUNICIPAL MANAGER  
Development & Strategic Support

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