



**DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES  
DIVISION: ENTERPRISE AND RURAL DEVELOPMENT**

**REGISTRATION APPLICATION FORM: APPLICATION TO OPERATE TOWNSHIP AND RURAL BUSINESSES**



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

I am aware that the subject property is currently zoned as: \_\_\_\_\_

**(Please attach Zoning Certificate)**

**CONDITIONS**

- 1) A Business Owner who is a South African and/or holds a valid business license 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 of the Immigration Act, 2002 (Act No.13 of 2002), authorising him or her to operate a business; or
  - b) alternatively, hold an asylum seekers permit issued in terms of section 22 of the Refugees Act, 1998 (Act No. 130 of 1998), which allows him or her to work.
  - c) permission to operate the business will be linked to the period covered by the asylum seekers permit (but limited to 12 months - renewable 12 months after the date of issue)
- 3) The following documents must accompany each application form when submitted as from Tuesday 22 November 2024:

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- a) Certified copy of a valid South African ID document.
  - b) Certified copy of a valid passport with visa authorising to operate a business (non-SA citizens).
  - c) Certified copy of asylum seekers permits which allows him or her to work (non-SA citizens).
  - d) A valid and certified copy of business licence.
  - e) Certified copy of registration with the Companies and Intellectual Property Commission (CIPC), and the South African Revenue Service (SARS).
  - f) Original proof of residence.
  - g) Certified copy that owner is operating business banking account.
  - h) Certificate of Acceptability (CoA) by West Rand District Municipality.
  - i) Fire Compliance Certificate by West Rand District Municipality.

**NB: Incomplete Applications will not be considered neither processed by Mogale City Local Municipality.**

- 4) Business owner is committing to the following:
  - a) Sanitising before and after serving each customer.
  - b) Disinfecting the service counters.
  - c) Maintain the applicable social distance between customers, and the customer and service point.
  - d) No sale of counterfeit goods and stale/expired foodstuff.
  - e) Not use trading spaces as sleeping quarters.



**SECTION1: OWNER/APPLICANT DETAILS**

Application for: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Identity/Passport Number of Owner/Applicant: \_\_\_\_\_

Asylum Seeker Permit Reference Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Contact Details of Owner/Applicant:**

Tel. Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Residential Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**GPS Coordinates of the property in which the business application is made:**

\_\_\_\_\_ **Citizenship:**

South African	Yes	No	
Non-South African (Provide Permit Number):			



**SECTION 2: BUSINESS DETAILS**

Business Name: \_\_\_\_\_

Business Registration No: \_\_\_\_\_

**Physical Business Address (Property Information):**

Registered Owner: \_\_\_\_\_

Township: \_\_\_\_\_ Erf No.: \_\_\_\_\_

Property Size (in m2) \_\_\_\_\_ Region & Ward No: \_\_\_\_\_

**Type of Business Structure:**

	Sole Proprietorship
	Partnership
	Other (Specify):

**Nature of Goods/Services Offered:**


Number of Employees: \_\_\_\_\_

**Business Operating Hours: (In line with relevant legislation)**

Start: \_\_\_\_\_ AM/PM

End: \_\_\_\_\_ AM/PM



### SECTION 3: REQUIRED ATTACHMENTS

Please ensure all required documents are attached:

Requirements	Provided by Owner/ Applicant	
	Yes	No
Certified Copy of ID/Passport		
Proof of Residence (Municipal Bill or Landlord Affidavit)		
Tax Clearance Certificate or SARS Registration Proof		
Lease Agreement (if rented site)		
Title Deed or Occupancy Permission		
Fire Compliance Certificate		
Building plan for shop, including layout and structural details		
Copy of Certificate of Occupancy		
Neighbours' consent forms		

### SECTION 4: COMPLIANCE

Requirements	Yes	No
Certified copy of a valid South African ID document.		
Certified copy of a valid passport with visa authorising to operate a business (non-SA citizens).		
Certified copy of asylum seekers permits which allows him or her to work (non-SA citizens).		
A valid and certified copy of business licence.		



Certified copy of registration with the Companies and Intellectual Property Commission (CIPC), and the South African Revenue Service (SARS).		
Original proof of residence.		
Certified copy that owner is operating business banking account.		
Certificate of Acceptability (COA) by West Rand District Municipality.		
Fire Compliance Certificate by West Rand District Municipality attached.		
Zoning Certificate from Mogale City Development Planning Division attached		
Geo – location (GPS coordinates) of the business premises included		

**SECTION 5: UNDERTAKING AND DECLARATION**

**UNDERTAKING:**

- 1) I desire that business (name and type of business) \_\_\_\_\_ be operated from a portion of the subject property and the aforesaid be used for no other purposes, whatsoever, except the main use of the property which shall remain residential in the case of Residential Zoning.
- 2) I undertake that, in the event of the Mogale City 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 residents.



- 3) 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 Mogale City 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 Mogale City Local Municipality.
  
- 4) 4) In order to ensure that the above provisions will be carried out, I agree that **Mogale City Local 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 that providing false information may result in penalties or disqualification from registration.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_