

Formal & Informal Business Regulations and Compliance: Business Information

Business Licence Application Process

The formal & informal Business Regulations Compliance focuses on ensuring that businesses have the necessary permits and licences to conduct their operations within the legal framework.

Formal and Informal Business Regulations Compliance

For the City of Tshwane, Informal trade is a positive development in the micro business sector because it contributes to the creation of jobs and has the potential to further expand the city's economic base and contribute to the creation of a globally competitive, world class, African city. The focus of this unit is to license certain types of formal business activities and manage informal trading activities in and around the city.

The Following services are offered:

1. Trading Facilities

Informal traders/stand permits

Trading facilities are provided in the form of a demarcated piece of land or fully built-up stalls. These are leased at a nominal rental to informal traders.

Application procedure:

To apply for a street trading permit, the following are needed:

- ✓ A copy ID book
- ✓ Permanent residential and postal address
- ✓ Initial rental fee covering the 3 months; and thereafter, payments will be made monthly
- ✓ Sign a lease Agreement
- ✓ Sign a pledge Form
- ✓ Attend a Orientation Workshop
- ✓ A monthly rental fee, depending on the stall provided

To obtain information on trading permits, contact the local Economic Development Division at the following telephone numbers: 012 358 4490/012 358 0699/4425

To apply for a trading permit, visit the local Economic Development offices at:

Room 403, 4th Floor
H.B Phillips Building
Cnr Schoeman and Bosman Street
Pretoria, 0002

2. Trading Licence

Hawkers trading licence

All informal traders dealing with perishable goods, e.g. fruits and vegetables or cooked food need to apply to the municipality for a trading licence. It takes a maximum of two weeks from the date of application to issue a hawkers trading licence. This is renewable annually and is linked to a particular area.

Application procedure

Hawkers Licence

- ✓ A copy of ID book
- ✓ Written proof of access to toilet facilities
- ✓ The licence must be in the seller's name
- ✓ Application fee
- ✓ Renewal after 12 months

Food Vending Licence

- ✓ A copy of ID Book
- ✓ Modus operandi: Description of kind of business, days and hours of business.
- ✓ A sketch of the proposed site (Location)
- ✓ Photos of inside and outside of trailer
- ✓ If on private property, permission of landlord
- ✓ Written proof of access to toilet facilities (where applicable)
- ✓ Trailer size: Length 2750mm, Width 1910mm, Height 2500mm from ground
- ✓ Application fee
- ✓ Monthly rental

One day Events

Licence issued to traders for one day events allows a trader to sell during soccer matches, festivals and other special events. The one – day licence is valid for one day only. The licence is issued after the applicant attends a prescribed workshop.

Licences are required for the above business types. To obtain information on business licences, contact the Local Economic Development Division at the following telephone number 012 358 4490/ 012 358 0699/4425

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2. Types of business trading licences

The following types of businesses must be in possession of a Business Licence

- ITEM 1 Accommodation establishment (guest house), baker, butcher, café keeper, fishmonger or fish fryer, food manufacture, fruit, vegetables and plant dealer, general dealer, milk shop, miller, restaurant keeper, need to apply for a trading licence
- ITEM 2 Provision of certain types of health facilities or entertainment
- 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, electronical or electronical contrivances, instruments, apparatus or devices which are designed or used for the purpose of recreation or amusement
 - E. Keeping three or more snooker or billiard tables
 - F. Keeping or conducting a night club or discotheque
 - G. Keeping or conducting a cinema or theatre
 - H. Adult premises
- ITEM 3 Hawkers (Only perishables and food vending)

Business Licence can be issued subject to site inspection by three departments – Health and Social Development, Community safety and City Planning, Development and Regional Services.

Procedure to apply for a licence in terms of the Business Act:

Formal Business Licence

- ✓ In case of a company, certificate of incorporation reflecting company's ID number, full names and surname of owner, residential and postal address.
- ✓ ID and full name and surname of responsible manager
- ✓ In case of close corporation, CK1 or CK2 must be attached
- ✓ In case of a partnership a separate schedule reflecting full name and surname, identity number and address of each partner must be attached
- ✓ In case of a proprietor, a copy of the owner ID must be attached
- ✓ In case of a restaurant or café keeper, a menu must be attached
- ✓ Application fee for sale or supply of meals or perishable; renewable after 12 months
- ✓ Application fee for provision of certain types of Health Facilities or entertainment or Adult Premises; renewable after 12 months.

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