

TRADE LICENCES FOR THE CITY OF JOHANNESBURG
IN TERMS OF THE BUSINESSES ACT (ACT 71 OF 1991)

INFORMATION LETTER

When a Business Licence Officer leaves or hands you a notice and/or a information letter (application form attached), you have seven (7) days to apply for a trading licence, failing which legal steps will be taken to rectify the matter.

TRADE LICENCES

Businesses in respect of which a license is required:

Item 1: **Sale or supply of meals or**

(1) 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 the premises; (R425.00) or

: Perishable foodstuffs

(b) Any perishable foodstuff (R425.00)

(2) For the purpose of sub item (1) 'perishable foodstuff' means any foodstuff or category of foodstuffs must still be declared by an Administrator by notice in the Official Gazette to a perishable foodstuff in the province concerned for the purpose of this item.

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

The carrying on of a business by

- (a) Providing Turkish baths, saunas or other health baths; (R425.00)
- (b) Providing massage or infra-red treatment; (R2115.00)
- (c) Making the services of an escort, whether male or female, available to any other person; (R2115.00)
- (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 and amusement, and the operation of 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 other manner; (R425.00)
- (e) Keeping three or more snooker or billiard tables; (R425.00)
- (f) Keeping or conducting a night club or discotheque e.g. Live and/or loud entertainment and music; (R2115.00)
- (g) Keeping or conducting a cinema or theatre; (R425.00)
- (h) Conducting adult premises referred to in section 24 & 25 of the Films and Publication Act, 1996. (R425.00)

Item 3: **Hawking in meals or perishable foodstuffs**

(1) The carrying on of business, whether as principal, employee or agent, by selling any foodstuff in the form of meals or any perishable foodstuff:

- (a) Which is conveyed from place to place, whether by vehicle or otherwise. (R135.00)
 - (b) On a public road or at any other place accessible to the public, (R135.00) or
 - (c) In, on or from a movable structure or stationary vehicle, unless the business is covered by license for a business referred to in Item 1 of this Schedule. (R135.00)
- (2) For the purpose of sub item (1) 'perishable foodstuff' means any foodstuff or category of foodstuff declared under item 1 (2) of this Schedule to be a perishable foodstuff.

PROCEDURE

- When an application is made and the application form is complete and copies of all relevant documents are attached.
- A receipt will be issued in regard of fees and application received.
- Request for reports will be drafted and forwarded to five departments as indicated below.
- In the case of requirements have been set by a department; the applicant must comply with the requirements and then arrange a re-inspection with the officer or department concerned.
- Only when all departments have returned favorable reports and recommend approval the trade license will be issued.
- If the applicant trades while no trade license is issued, the applicant is doing that on own risk.

HOW TO APPLY:

- Complete an application for issue of a license (R.P .1.Form).
Application/License fee is a once-off fee of R425.00 for item 1, item 2 is R425.00 or R2115.00, and R135.00 for item 3 is payable when lodging the application, payable at the Business Licence Office.
Due to fraud, cheques cannot be accepted by Licensing Officers, but can be paid at a council pay point on vote no. 035922517485339 and all documents can then be handed in at the offices listed below.
- The following documents must be attached to application form (RPI):
 1. In case of a company, close corporation or partnership a copy of the company certificate and list of directors is required
 2. Copy of menu
 3. Copy of 10 document of directors, partners and copy of 10 of person in charge are required
 4. Copy of liquor licence
 5. Copy of SARS tax certificate
 6. Copy of approved building layout plan
 7. Zoning certificate

- Please make an arrangement with the Business Licence Officers regarding the application.
- The official application form can be collected and submitted at:

Office of Inspectorate:

Environmental Health Building
Cnr Avon Street & Main Reef Road
Longdale (Opposite the Langlaagte SAPS)

Office hours:

7am – 10 am and 3pm – 3.30pm

Enquiries:

Gert Deysel (Business Licence Officer)

Tel: 011 226 8327

Fax: 011 474 6707

Cell: 082 559 3785

Email: gertd@joburg.org.za

Harold Mashapa (Business Licence Officer)

Tel: 011 226 8327

Fax: 011 474 6707

Email: haroldm@ joburg.org.za

Inspection of premises

The following departments will do an inspection and will issue a recommendation after an inspection at your business has been done. Please contact the following departments for more information:

1. ENVIRONMENTAL HEALTH SERVICES

A Motsuki, F Visser or H Steenkamp
Environmental Health Building
Cnr Avon Street & Main Reef Road
Longdale
Tel: 011 226 8300
Fax: 011 474 6707

2. NOISE AND AIR POLLUTION CONTROL

G Dhlamini
Environmental Health Building
Cnr Avon Street & Main Reef Road
Longdale
Tel: 011 226 8300
Fax: 011 474 6707

3. METROPOLITAN PUBLIC AND SAFETY AND EMERGENCY SERVICE - FIRE SAFETY

D Konqobe (from 7.30am – 9am)
Street Level

B Block
Civic Center
158 Loveday Street
Braamfontein
Tel: 011 407 6374/5
Fax: 011 339 1532
(R156.00 inspection fee is payable with any new applications)

4. URBAN PLANNING UNIT

L Oakenfull (Information & Direction, from 8am – 1pm only)
7th Floor
A Block
Civic Center
158 Loveday Street
Braamfontein
Tel: 011 407 6231
Fax: 011 339 3368

5. BUILDING CONTROL UNIT

Paul Cilliers (from 8am – 10am only)
4th Floor
Roodepoort Civic Center
100 Christian De Wet Road
Roodepoort
Tel: 011 761 0472
Fax: 011 472 3483

Or

Albert Van Der Walt (from 8am – 10am only)
B-block
Sandton Civic Center
Cnr West and Rivonia roads
Sandown
Tel: 011 881 6320
Fax: 011 881 6205

Other departments to take into consideration in regard to a business

To register as a company, contact:

Registrar of Companies
Tel: 0861 843 384
Fax: 0861 843 888

To apply for a liquor licence, contact:

The liquor officer at your nearest South African Police Station or the Liquor Board:

Matlotlo House

94 Main Street, cnr of Harrison Street
Johannesburg
Tel: 011 355 8099
Fax: 011 355 8083

You also must apply at SAMRO (South African Music Rights Organisation) to play any kind of music.

SAMRO
73 Juta Street, cnr De Beer Street
Braamfontein
Tel: 011 489 5000
Fax: 011 403 1934

Johannesburg Metro Police Department (Hawker Unit)

Zed Mangaliso
Metro Police Offices
Cnr Village and Loveday roads
Wemmer
Johannesburg
Block F
Room 20
Tel: 011 490 1765/77
Fax: 011 490 1665