

KOUGA LOCAL MUNICIPALITY(EC108)

DIRECTORATE: SOCIAL SERVICES

NOTICE NO: 69 / 2015

TO: ALL SHOP OWNERS (SPAZA, HOUSE, TAVERNS, AND SHEBEENS)

PROCEDURE FOR APPLICATION FOR BUSINESS LICENSES

Structures or buildings that are used for business purposes on residential property, must apply for **CONSENT USE** in order to comply with the Town Planning Regulations, Municipal Land Ordinance of 1985.

Please note that the following procedure needs to be followed when applying for a business license:

- ✚ The first point is at the Directorate: Town Planning, for the following application:
 1. Application for Consent Use **by the owner of the property / house.**
- ✚ The above application must be accompanied by a building plan if a new structure is to be erected or the plan of the existing structure / building of the proposed business.
- ✚ If the building / structure comply with the National Building Regulations, and the application for consent use is approved, a letter of approval from the Directorate: Town Planning will be forwarded to the Department: Health.
- ✚ On completion of the application for the business license, by the shop owner, with the Health Department, an inspection will be conducted by the relevant Environmental Health Practitioner to see whether the shop complies with all Health Regulations.
- ✚ If the shop complies, a business license will be issued to the owner of the shop.
- ✚ **Note:** If the owner of the shop is not the same person as the owner of the property, a letter of agreement / Lease Agreement between the property owner and the shop / business owner must accompany the application for business license.

Please Note: the above procedure also applies to shop owners who already have a business license. Your business licenses are to be reviewed and assessed for compliance as well.

- ✚ Before submitting an application for a business license at the Environmental Health offices, make sure the above procedures have been followed.
- ✚ Time, until end August 2015, will be allowed for shop owners to follow the above procedure.
- ✚ Follow – up inspections will be conducted by the Environmental Health Practitioner for confirmation.

✚ If above steps are not followed within the specified time, legal steps will be taken.

Below is the address of the Municipal Office in Humansdorp and the relevant person(s) to talk to (for consent use):

KOUGA MUNICIPAL OFFICE
44 & 46 VOORTREKKER ROAD
HUMANSDORP
Directorate: IPD
Ms. S. Maree
Tel: 042 200 8502

Refer to the following Environmental Health Practitioners in the respective areas for any clarity on the above procedures:

Gamtoos Valley: Mr. F. Humphrey
Hankey Office
Tel: 042 2200 8404

Jeffreysbay: Ms. N. Blom
Humansdorp Office
Tel: 042 200 8375

Humansdorp: Mrs. J.R. Madatt
Humansdorp Office
Tel: 042 2200 8377

St. Francis Bay: Mr. R. Mintoer
SFB Municipal Office
Tel: 042 220 2254
Humansdorp Office (N. Desha: 042 200 8302)

S.S. FADI
MUNICIPAL MANAGER

P.O. Box 21
Jeffreys Bay
6330

For Placement

Kouga Express
Municipal Notice Boards
Municipal Website

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7 May 2015

A handwritten signature in black ink, appearing to read 'Mr. S. Fadi', is positioned above the printed name.

MR. S. FADI

MUNICIPAL MANAGER