



SETSOTO LOCAL MUNICIPALITY

FY 2024/25: APPLICATION FOR LICENCE TO CARRY ON A BUSINESS IN TERMS OF ACT NO 2 OF 2024: FREE STATE INTEGRATED BUSINESS SUPPORT, LICENSING AND REGULATION ACT, 2024

FOR OFFICE USE ONLY			
DATE RECEIVED		REF No.	
CHECKED BY		INSPECTION DATE	
VALIDITY OF LICENCE	THREE YEARS ONLY		
ON APPROVAL	START DATE		END DATE

1. TO BE COMPLETED BY APPLICANT

Categories of Licence to apply for. [Tick Only One Box in (A or B or C)]

PART A		PART B		
Retail Store		Video Game Arcade		
Grocers license		Video Hire Shop		
Spaza Shop		Record Bar or Dealer in Music		
Hardware Store		PART C		
Tent Rental & accessories thereto		Massage parlour		
Motor Mechanic Services		Escort Agency		
Auto Body Repairs		Strip Club		
Bookstore		Adult Shop		
Dealer in office Equipment and Data Systems		PART D		
Dealer or Collector in Glass and Glassware		License for Managers or Assistant Managers		
Furniture, household appliances & Cell phones		BUSINESS LICENCE FEES-TICK WHERE APPLICABLE		
Laundry & Dry Cleaner		New Licence (Valid for Three Years)	R 2, 079.00	
Shoemaker & Repairs		Relocation	R 232.00	
Bakery		Transfer of Licence	R 500.00	
Butchery		Registration of Manager & Assistant Managers (Maximum 3 person)	R 300.00	
Accommodation Establishment				
Restaurant				
Beauty Salon				
Hair Salon				
Treatment Spa				
Gym License				
Barber Shop				

2. INDICATE WITH “X” TYPE APPLYING FOR

NEW LICENCE	
LICENCE RENEWAL	
RELOCATION OF BUSINESS	
TRANSFER OF LICENSE	
ALTERATION OF INFORMATION TO EXISTING LICENCE	
MANAGEMENT OF BUSINESS	

3. FULL NAME(S) OF THE APPLICANT - (OWNER, COMPANY, PARTNERSHIP, ETC)

4. ID NUMBER/PASSPORT NUMBER

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5. RESIDENTIAL ADDRESS OF THE APPLICANT PERSON

6. CONTACT PERSON & TELEPHONE/CELL NUMBERS

NAME																				
BUSINESS, HOME/ CELL																				

7. TRADE NAME OF BUSINESS

8. TOWN NAME & STREET ADDRESS OF BUSINESS

9. NAME & SURNAME OF MANAGER

ID No.																				

10. NAME & SURNAME OF ASSISTANT MANAGERS

1													
ID No													
2													
ID No.													
3													

11. THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THIS APPLICATION FORM: -

PERSONAL DETAILS		
1.	COPY OF ID DOCUMENT/PASSPORT OF OWNER	
2.	POLICE CLEARANCE FOR EACH MANAGER & ASSISTANT MANAGERS	
PREMISES		
3.	BUSINESS ZONING CERTIFICATE OR LETTER OF CONSENT [<i>FROM TOWN PLANNING</i>]	
4.	POPULATION AND CLEARANCE CERTIFICATE [<i>FROM FIRE PREVENTION OFFICER</i>]	
5.	CERTIFICATE OF ACCEPTABILITY FOR FOOD PREMISES [<i>FROM ENVIRONMENTAL HEALTH PRACTITIONER</i>]	
6.	OCCUPANCY CERTIFICATE [<i>FROM BUILDING INSPECTORATE</i>]	
7.	TITLE DEED AS PROOF OF LAWFUL OWNERSHIP OF PREMISES	
8.	IF RENTING, LEASE AGREEMENT IN THE NAME OF THE APPLICANT	
9.	MUNICIPAL ACCOUNT	
BUSINESS DOCUMENTS		
10.	SARS TAX CLEARANCE CERTIFICATE [<i>NOT OLDER THAN THREE MONTHS</i>]	
11.	PROOF OF BANK ACCOUNT	
12.	CIPC CERTIFICATE	

I, **HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

NB: IN TERMS OF SECTION 24 & 25 OF THE FREE STATE INTEGRATED BUSINESS SUPPORT, LICENSING AND REGULATION, ACT NO 2 OF 2024, YOU ARE HEREBY INFORMED THAT IT WILL TAKE AUTHORITY A PERIOD OF 21 DAYS TO HANDLE AND FINALISE THE PROCESS OF YOUR APPLICATION.

NO SINGLE PERSON SHALL OWN MORE THAN ONE TUCKSHOP/SPAZA SHOP WITHIN THE JURISDICTION OF SETSOTO LOCAL MUNICIPALITY

NO PAYMENT SHALL BE EFFECTED UNTIL DOCUMENTATION IS VERIFIED BY BUSINESS LICENSING OFFICER OR UNIT AND APPLICANT HAVING RECEIVED NOTIFICATION

SIGNATURE OF APPLICANT:DATE:

[CHECKLIST] FOR OFFICE USE ONLY

THE FOLLOWING IS REQUIRED BEFORE ANY LICENCE APPLICATION IS ACCEPTED

TRADING NAME	
PREMISES ADDRESS	
ERF NUMBER	

REQUIREMENTS

TICK

PROPERTY DESCRIPTION [CERTIFICATE OF OCCUPANCY/BUILDING PLAN CHECKED BY BUILDING INSPECTOR]	
ORIGINAL LANDLORD CONSENT/TITLE DEED	
LEASE AGREEMENT	
CERTIFIED ID COPIES	
PROXY LETTER WHEN LODGING ON BEHALF OF CC	
CIPC CERTIFICATE.	
ELECTRIC CERTIFICATE OF COMPLIANCE [CERTIFICATE OF OCCUPANCY]	
AN SAPS FINGERPRINT REPORT CLEARING “ NO ILLICIT ACTIVITY IDENTIFIED ” FOR ALL ITEM 9; 10.1-2 [COPIES OF IDENTITY BOOK/PASSPORT/PERMIT] OF APPLICANT.	
PROOF OF OWNERSHIP IF BUILDING IS A SHARE BLOCK 1. SHAREHOLDER CERTIFICATE 2. RATES LETTER	
MANAGER AND ASSISTANT INCLUDED AND PAID FOR	
PROOF OF ADDRESS	
BUSINESS ZONING CERTIFICATE [CHECKED BY TOWN PLANNER]	
IF LICENCE IS FOR TUCKSHOP [DISTANCE BETWEEN TUCKSHOPS SHOULD BE OVER 200 METERS APART FROM EXISTING AND LICENSED TUCKSHOP]	
NO SINGLE PERSON SHALL BE ALLOWED TO OWN MORE THAN ONE TUCKSHOP [FRONTING IS PROHIBITED]	
NO PAYMENT SHALL BE EFFECTED UNLESS DOCUMENTATION IS VERIFIED BY BUSINESS LICENSING OFFICER OR UNIT AND COMMENTS SUBMITTED BY RELEVANT DIVISIONS [TOWN PLANNING, BUILDING INSPECTORATE, FIRE INSPECTOR AND THE ENVIRONMENTAL HEALTH]	

APPLICATION VERIFIED BY [NAME & SURNAME:

DATE:

NB: IF APPROVED, RETAIN COPY OF RECEIPT; ENTER PAYMENT RECEIPT NO AND AMOUNT

DOC No.									
RECEIPT No.									
AMOUNT	R								