

Business License application process

1. Obtain the application form with checklist from www.kwadukuza.gov.za
2. Complete the application and gather all the required supporting documents as per provided checklist form.
3. Once everything is complete, payment of the application fee shall be made.
4. Kindly request the pro-forma invoice via email from glynnisp@kwadukuza.gov.za. This invoice will be required by KDM cashiers in order to make a payment.

Please Note: *The invoice will be generated within 24 to 72 hours due to National Lockdown.*

5. After payment is made with cashiers, the completed application form with supporting documents shall be submitted with proof of payment (POP) via email to glynnisp@kwadukuza.gov.za.
6. Original application documents in a sealed envelope shall be submitted to the following address:

KwaDukuza Municipality

Main Civic Offices (opposite old ABSA CBD)

14 Chief Albert Luthuli Street

KwaDukuza CBD

4450

For the attention of Mrs Glynnis Peters – Business Licensing

7. The Licensing Officer will receive your application and then circulate it to the following sector departments for comments/clearance:
 - KwaDukuza Town Planning,
 - KwaDukuza Building Control,
 - KwaDukuza Fire,
 - ILembe Health Department.
8. Allocated department inspectors will conduct inspections to the respective premises and provide comments to the Licensing authority
9. Once all comments are received from all the Departments, the applicants will be provided with feedback of the application.
10. If all positive reports are received from the Departments, the Licensing Officer will advise the applicant and issue the Business License to the applicant, if negative reports are received, the applicant will be advised of the reasons for refusal and be provided with options for re-application.

For any enquiries, kindly contact the Business Licensing Office on 032 437 5005