

**KWADUKUZA MUNICIPALITY  
BUSINESS LICENSING AUTHORITY**

<b>TRADING NAME</b>	
<b>PREMISES ADDRESS</b>	
<b>CONTACT PERSON</b>	

THE FOLLOWING IS REQUIRED BEFORE ANY LICENSE APPLICATION IS ACCEPTED

<b>NO.</b>	<b>REQUIREMENTS</b>	<b>TICK</b>
<b>1</b>	Completed Application Form <b><u>With Property Description (ERF Number)</u></b>	
<b>2</b>	Proof of Property Ownership, if not leased (Copy of Title Deed/Permission to Occupy)	
<b>3</b>	Original Landlord's Consent	
<b>4</b>	Lease Agreement	
<b>5</b>	Certified ID Copy/Passport	
<b>6</b>	Cooperatives, Close Corporation, Certificate of Incorporation and Directors or members details.	
<b>7</b>	Letter of Authority/Proxy letter when lodging on behalf of a CC, Cooperatives or Company.	
<b>8</b>	<b>An SAPS fingerprint report clearly stating 'NO ILLICIT ACTIVITY IDENTIFIED' for all Item 2 (Health facilities or Entertainment) license applications.</b>	
<b>9</b>	Electrical Certificate of Compliance – Accommodation Establishment only.	
<b>10</b>	Proof of ownership if building is a share block <ul style="list-style-type: none"> <li>• Shareholder Certificate or</li> <li>• Rates letter</li> </ul>	
<b>11</b>	If you are not a South African, please provide the following legal documents, in order to be considered for business licensing issue: <ul style="list-style-type: none"> <li>i. The relevant permit to be in the Republic in terms of the Immigration Act, 2002 ( Act No. 13 of 2002); and</li> <li>ii. A business visa contemplated in Section 15 of the Immigration Act, 2002(Act No.13 of 2002)</li> <li>iii. No Refugee or asylum seeker may be issued with a business license unless if he or she possesses a permit contemplated in section 22 of the Refugees Act, 1998 ( Act No. 130 of 1998)</li> <li>iv. Please provide a copy of certified passport.</li> <li>v.</li> </ul>	
<b>12</b>	<b>COMMENTS/CLEARANCE FROM RELEVANT DEPARTMENTS/AUTHORITIES – Processed and signed Comments Forms <u>MUST</u> be attached as follows:</b>	
<b>12.1</b>	KDM Town Planning	
<b>12.2</b>	KDM Building Control	
<b>12.3</b>	KDM Fire and Emergency	

12.4	ILembe District Municipality – Environmental Health Unit	
13	<p><b><u>Payment Options</u></b></p> <p>1. Cash Payment – Cashiers at Municipal Pay Points</p> <p><i>(Please attach the copy of proof of payment with your application documents)</i></p>	

**APPLICATION TAKEN BY:**

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