

TRADE LICENCES FOR THE CITY OF JOHANNESBURG IN TERMS OF THE BUSINESSES ACT (ACT 71 OF 1991) AND POLICY ON TRADE LICENSING OF BUSINESSES

INFORMATION LETTER

IMPORTANT FACTS

1. No business license issued or application for business license pending is transferable with change of ownership.
2. The license fees are not redeemable if business license application has been refused.
3. The business license when issued does not exempt the license holder of any other applicable laws, by-laws, legislation and regulations in regard to the business concerned.
4. **NB: Trading without a valid business license issued is contravening section 2(3) (a) of the Businesses Act (Act 71 of 1991) and in terms of section 5 of the Businesses Act (Act 71 of 1991) a summons of up to R1000.00 will be issued and the court can also hand down a 3 months imprisonment and additional amount per day trading.**

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;

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

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.
 - (b) On a public road or at any other place accessible to the public.
 - (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.

HOW TO APPLY:

1. Complete an application for issue of a license (R.P.1.Form) and attach relevant Documents to the application form (**must be attached**)
 - In case of a company or close corporation, company or partnership a copy of the certificate of incorporation and list of directors
 - A copy of ID document of directors, partners and person in charge.
 - A copy of menu.
2. Application /License fee is a **once off fee** of R510-00 for item 1, certain item 2 applications is R510.00 or R2550.00 and R165.00 for item 3 is payable when lodging the application, payable at the Business license Inspectorate.
3. R195.00 inspection fee is payable with new applications for Fire Safety inspection on vote number 052743018084909 at any council pay point.

The official application form can be collected at:

Office of Inspectorate: See attached list of regional offices
Office Hours: 08:00-10:00
Enquiries: Mr. Gert Deysel
 Tel: (011) 226 8300/27 Fax: (011) 381 9932
 Cell: 082 559 3785 E-Mail: gertd@joburg.org.za

For more information see www.joburg.org.za (business licenses icon)

PROCEDURE

1. When an application is made and the application form is complete and copies of all relevant documents are attached.
2. A receipt will be issued in regard of fees and application received.
3. Reports will be drafted and sent to four or five (entertainment only) departments as indicated below for inspection of recommendation or requirements.
4. In the case of requirements the applicant must comply with the requirements and then arrange a re-inspection with the officer concerned.
5. Only when all departments have returned a recommendation for approval the trade license will be issued
6. If the applicant trades while no trade license is issued, the applicant is doing that on own risk

NB!!!! The Businesses Act does not make provisions for trading to be conducted prior to the issue of a license.

INSPECTIONS TO BE DONE AND COMPLIED WITH

The following departments will do an inspection and will forward a recommendation or requirements to the Business Licensing section. Please contact the following departments for more information:

1. **ENVIRONMENTAL HEALTH SERVICES**
2. **NOISE AND AIR POLLUTION CONTROL**
3. **METROPOLITAN PUBLIC AND SAFETY AND EMERGENCY SERVICE - FIRE SAFETY**
4. **URBAN PLANNING UNIT**
5. **BUILDING CONTROL UNIT**

List of Business licenses regional offices in City of Johannesburg

Region	Name	Telephone Number and Cell	Fax Number and E-mail	Physical Address
A	Sarlett Bignaut	011 237 8011	011 314 1716 sarlettb@joburg.org.za	Alphen square North Unit 7 C/o Goerge and 16 th Ave Randjes Park Midrand
B	Gert Deysel	011 226 8300/27 082 559 3785	011 474 6707 gertd@joburg.org.za	Environmental Health Offices C/o Avon and Main Reef Roads Longdale/ Langlaagte
	Harold Mashapa	011 226 8300/28 0834087086	011 474 6707 haroldm@joburg.org.za	
C	Elize Van der Walt	011 761 0222 083 409 8290	011 761 0205 elizev@joburg.org.za	2 nd Floor Roodepoort Civic Centre 100 Christiaan De Wet Road Florida Park Roodepoort
	Raymond Baynes	011 761 0280 083 408 7400	011 761 0205 raymondb@joburg.org.za	
D	Raymond Mothapa	011 986 0188 083 462 4857	011 986 0319 Raymondm@joburg.org.za	Jabulani Civic Centre 1 Koma Street Jabulani
	Olinah Monama	011 986 0188 083 462 3317	011 986 0319 olinahmo@joburg.org.za	
E	Karl Zastrau	011 582 1668 083 706 2570	011 582 1656 karlz@joburg.org.za	Sandpark Building 2 ND Floor 24 Fredman Drive Sandown
	Map Botha	011 582 1669 083 706 2557	011 582 1657	
F1	Beauty Sibanyoni	011 376 8602 083 406 9826	011 376 8594 beautys@joburg.org.za	People Centre CJ Cronje Building 80 Loveday Street c/o Bree Street Johannesburg
F2	Elvis Moshoma	011 681 8060/67 082 824 0722	011 681 8211 elvism@joburg.org.za	Eureka House C/o Marlborough and Rossetenville Roads Springfield
G	Jabulani Boya	011 213 0144 082 371 8690	011 213 0030 jabulanib@joburg.org.za	Ennerdale Civic Centre C/o Katz and Smith Streets Ennerdale x 9 Lenasia Civic Centre C/o Eland and Rose Avenues Lanasia
	Henry Van Eden	011 852 4333 083 400 9108	011 852 1054 henryv@joburg.org.za	