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 retuned 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

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Telephone Number and Cell</th>
<th>Fax Number and E-mail</th>
<th>Physical Address</th>
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<tbody>
<tr>
<td>A</td>
<td>Sarlett Blignaut</td>
<td>011 237 8011</td>
<td>011 314 1716, <a href="mailto:sarlettb@joburg.org.za">sarlettb@joburg.org.za</a></td>
<td>Alphen square North Unit 7 C/o Goerge and 16th Ave Randjes Park Midrand</td>
</tr>
<tr>
<td></td>
<td>Harold Mashapa</td>
<td>011 226 8300/27, 082 559 3785</td>
<td>011 474 6707, <a href="mailto:gertd@joburg.org.za">gertd@joburg.org.za</a></td>
<td>Environmental Health Offices C/o Avon and Main Reef Roads Longdale/ Langliegt</td>
</tr>
<tr>
<td>B</td>
<td>Gert Deysel</td>
<td>011 226 8300/28, 0834087086</td>
<td>011 474 6707, <a href="mailto:haroldm@joburg.org.za">haroldm@joburg.org.za</a></td>
<td>2nd Floor Roodepoort Civic Centre 100 Christiana De Wet Road Florida Park Roodepoort</td>
</tr>
<tr>
<td></td>
<td>Raymond Baynes</td>
<td>011 761 0222, 083 409 8290</td>
<td>011 761 0205, <a href="mailto:elizev@joburg.org.za">elizev@joburg.org.za</a></td>
<td>Jabulani Civic Centre 1 Koma Street Jabulani</td>
</tr>
<tr>
<td>C</td>
<td>Elize Van der Walt</td>
<td>011 761 0280, 083 408 7400</td>
<td>011 761 0205, <a href="mailto:raymondh@joburg.org.za">raymondh@joburg.org.za</a></td>
<td>Sandpark Building 2nd Floor 24 Fredman Drive Sandown</td>
</tr>
<tr>
<td></td>
<td>Raymond Mothapa</td>
<td>011 986 0188, 083 462 4857</td>
<td>011 986 0319, <a href="mailto:Raymondm@joburg.org.za">Raymondm@joburg.org.za</a></td>
<td>People Centre CJ Cronje Building 80 Loveday Street c/o Bree Street Johannesburg</td>
</tr>
<tr>
<td>D</td>
<td>Olinah Monama</td>
<td>011 986 0188, 083 462 3317</td>
<td>011 986 0319, <a href="mailto:olinahmo@joburg.org.za">olinahmo@joburg.org.za</a></td>
<td>Eureka House C/o Marlborough and Rossetenville Roads Springfield</td>
</tr>
<tr>
<td>E</td>
<td>Karl Zastrau</td>
<td>011 582 1668, 083 706 2570</td>
<td>011 582 1656, <a href="mailto:karle@joburg.org.za">karle@joburg.org.za</a></td>
<td>Ennerdale Civic Centre C/o Katz and Smith Streets Ennerdale x 9 Lenasia Civic Centre C/o Eland and Rose Avenues Lanasia</td>
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