



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

OPENING A BUSINESS IN STELLENBOSCH

HOW DO I APPLY FOR BUSINESS LICENCE IN STELLENBOSCH?

Prior to 1991, you had to apply for a licence to open any business – regardless of the type. This has changed: now you need a licence for a limited number of businesses only.

However, if you open a business that requires a licence, you may not – unless otherwise indicated – begin trading before a licence has been issued. And trading without a valid licence is punishable.

Licensing is governed by the Business Act No 71 of 1991, which is a national law. By-laws no longer apply on licences. Schedule 1 of the Act lists the businesses which need a licence.

WHAT TYPE OF BUSINESSES NEED A BUSINESS LICENCE?

If you are running any of the following businesses, you need to apply for a licence.

FOOD PROVISION

You need a licence to sell or supply meals, take-aways or perishable foodstuff.

HEALTH AND ENTERTAINMENT FACILITIES

You need a license for:

- Turkish baths, saunas and health baths;
- Massage or infra-red treatments;
- Male and female escort agencies;
- Three or more slot machines and electronic games;
- Three or more snooker or billiard tables;
- Nightclubs and discotheques, where live or loud music is played;
- Adult entertainment premises.

HAWKERS

If you are a hawker selling food and meals, which you take from place to place or sell from a vehicle, you need a permit.

OTHER LICENSING BODIES

REGISTRAR OF COMPANIES

Contact CIPC to register a:

- Company
- Copyright
- Designs
- Patent
-

Address: Block F, The DTI Campus, Entfutfukweni, 77 Meintjies Street, Sunnyside, Pretoria 0001

LIQUOR LICENCES

To apply for a liquor licence, contact the liquor officer at your nearest police station or the Liquor Board.

Liquor Board

Physical Address: 6th Floor, Waldorf Building, 80 St George's Mall, Cape Town 8000

Postal Address: PO Box 979, Cape Town 8000

MUSIC RIGHTS

You also have to apply to the South African Music Rights Organisation (SAMRO) to play any kind of music.

Address: SAMRO Place, 20 De Korte Street, Braamfontein, 2001

Tel: 0800 247 247 (toll-free from Telkom landlines and for 8ta subscribers)

Fax: 011 403 1934

WHAT IS THE APPLICATION PROCEDURE TO APPROVE MY BUSINESS APPLICATION?

You need to complete a business licence application form which is available at the Advice Office in the Municipal Building in Plein Street next to the Town Hall or on the website: www.stellenbosch.gov.za

For enquiries contact:

Tel: 021 808 8652

Fax 021 808 8651

Office hours: 08h00 – 16h00

The application form must be completed and submitted at the Advice Office. A Town Planner in the Advice Office will assist you to establish whether there are business rights on the property and whether the zoning rights comply with the scheme regulations. If your application complies with aforementioned requirements the following procedures will be followed:

APPLICANT SUBMITS APPLICATION FORM AND PAYS LICENCE FEE

An application fee of R25 together with the application form marked “checked” will be submitted to the treasury department for payment. A receipt will be issued for fees received.

CIRCULATION FOR RECOMMENDATIONS

The application is then sent to the relevant departments for recommendations which may include:

- Environment Health
- Fire Services
- Safety and Security
- Engineering Services
- Local Economic Development

DEPARTMENT ISSUES APPROVAL

Once the approval of all relevant departments has been received, the Department of Planning & Economic Development will issue a business licence.

OTHER REQUIREMENTS THAT MAY NEED TO BE MET

If reports received from the relevant departments indicate that other requirements need to be satisfied, the Department of Planning & Economic Development will send a notice to the applicant. The applicant must comply with the requirements and then arrange a re-inspection with the officer concerned.

LICENCE ISSUED

The licence will be issued only once all relevant departments have returned a recommendation for approval.

Note: A business licence or application cannot be transferred with a change of ownership. A business licence can be withdrawn or suspended if there is a failure to comply with any endorsement.

INSPECTION OF PREMISES

The following departments will do an inspection and will issue a recommendation after an inspection of your business premises has been done. Contact these departments for more information:

1. ENVIRONMENTAL HEALTH SERVICES

Theresa Davids (from 08h00 – 15h30)
Cape Winelands District Municipality
Municipal Health Services
Cnr Bird & Langenhoven Streets, Stellenbosch
Tel: 021 888 5830
Cell: 084 555 8442
Fax: 086 510 1406
Email: Theresa@capewinelands.gov.za

2. FIRE SERVICES

Mr Leon Morta (from 8h00 – 16h30)
Fire Station
Cnr Banhoek & Helshoogte Street
Stellenbosch
7600
Tel: 021 808 8888
Fax: 021 883 3200
Email: LeonM@stellenbosch.org
(R195.00 inspection fee is payable with any new applications)

3. PLANNING UNIT

Craig Alexander (Information & Direction, from 08h00 – 16h30)
14 Plein Street
1st Floor, Main Building, next to Town Hall
Stellenbosch
7600
Tel: 021 808 8656
Fax: 021 808 8651
Email: CraigA@stellenbosch.org

5. DIVISION: BUILDING DEVELOPMENT MANAGEMENT

Andrew Crouzer (from 08h00 – 16h30)
14 Plein Street
Ground Floor, Main Building, next to Town Hall
Stellenbosch
7600
Tel: 021 808 8664
Fax: 021 808 8651

Email: AndrewC@stellenbosch.org

6. DIVISION: LOCAL ECONOMIC DEVELOPMENT & TOURISM ECONOMIC DEVELOPMENT

Mr Widmark Moses (from 08h00 – 16h30)
58 Andringa Street, opposite Food Lovers Market
Stellenbosch
7600
Tel: 021 808 8179
Fax: 086 617 5266
Email: widmarkm@stellenbosch.org

7. DIVISION: LAW ENFORCEMENT

Mr Neville Langenhoven (from 08h00 – 16h30)
Plein Street
De Wit Huis, attached to Main Building (next to Plein Street Library)
Tel: 021 808 8497
Fax: 021 808 8182
Email: NLangenhoven@stellenbosch.org

8. ENGINEERING SERVICES

Ms Sylvia Pretorius (from 08h00 – 16h30)
71 Plein Street
Stellenbosch
7600
Tel: 021 808 826
Fax: 021 8839874
Email: SylviaP@Stellenbosch.org