STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

# SPAZA SHOP BUSINESS LICENCE APPLICATION GUIDELINES

The following documentation must be submitted.

1. Application Form (attached) **https://arcg.is/0rnW8T**
2. Certified ID (Permit/ Passport) Copy of Property owner and Shop Owner/ Manager
3. Fire Certificate;
4. Certificate of Acceptability/ Health Certificate;
5. Zoning Certificate with approved Land Use rights (not older than 6 months. If you do not have a Zoning certificate you may apply for one at our Information office, Stellenbosch, Mondays – Fridays (08h30 – 13h30) and/or Franschhoek offices Tuesdays (08:30 – 13h30)
6. Approved Building Plans **(https://citymaps.stellenbosch.gov.za/aflaportal/)**
7. Payment for application fee is R25,00 for a business licence.

When you have all your certificates and supporting documents available you may submit you application for a business licence at our offices in Stellenbosch.

You may contact the following officials for assistance:

- John Aaron at the Fire department on 021-808 8881 John.Aaron@stellenbosch.gov.za (Fire Certificate)
- Fabian van Wyk on 021 888 5630 or Fabian@capewinelands.gov.za (Certificate of Acceptability/ Health Certificate)
- Annecke Hardouin on landuse.enquiries@stellenbosch.gov.za (Zoning Certificate and Land Use Rights) or apply via

  **AFLA Portal (stellenbosch.gov.za)/ https://citymaps.stellenbosch.gov.za/aflaportal/home**
- Abdullah Julius on 021 808 8696 or Abdullah.Julius@stellenbosch.gov.za (Approved Building Plans) or apply via **https://citymaps.stellenbosch.gov.za/aflaportal/**
- Sharise de Klerk will provide you with information regarding the EFT payment. She may be contacted on 021-808 8547 or Sharise.Deklerk@stellenbosch.gov.za (Please use UKEY NO. 20180711011565)
- Carmen Saville for collection and submission of application forms on 021 808 8151 or Carmen.Saville@stellenbosch.gov.za

You are welcome to contact me if you have any queries

Kind regards
**Carmen Saville**
**Local Economic Development Officer**
LED & Tourism
**Planning & Economic Development**

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