



**NOTICE OF BUSINESS LICENSE RENEWALS FOR OPERATING A BUSINESS IN TERMS OF
REGULATION 15(2) OF THE BUSINESS ACT, 1991 (ACT NO. 71 OF 1991).**

Notice is hereby given that **"every license holder must lodge a renewal application with the relevant licensing authority, Newcastle Local Municipality, by no later than 15:00PM on the last working day of January 2023."** The procedure is conducted annually in line with the requirements of section 15(2) of the Business Regulations in terms of the Business Act, 1991 (Act No. 71 of 1991).

In light of the above, the license holder is required to provide the following key information:-

1. Confirmation that the business for which the license was issued, is continuing to be conducted from the premises specified in the license and that no other business for which a license is required in terms of the Act is being conducted for the same licensed premises.
2. The following items, in terms of Schedule 1 of the Business Act, requires that businesses must have a business license for:-
 - a) Item 1: Sale or supply of meals or perishable foodstuffs.
 - b) Item 2: Provision of certain types of health facilities or entertainment.
 - c) Item 3: Hawking in meals or perishable foodstuffs.
3. For new applications, the following documents are required upon application on the e-license system:-
 - a) Certified copies of identity documents or passport of the business owner and manager;
 - b) Approved building plans for the business premises;
 - c) Proof of payment of R230 (incl VAT) license fee;
 - d) Copies of company registration documents for the business;
 - e) Special consent in terms of Land Use Management; and
 - f) Landlord's consent / proof of property ownership.
4. A late renewal fee of R230 (incl VAT) is charged for any license renewal lodged after 15h00, 31 January of every year.
5. Also note that the Municipality reserves its right not to issue renewal licenses on non-compliant business premises, and such conduct may result in fines and penalties.

For enquiries please contact the Business Licensing Unit, Newcastle Municipality, Office B402, 37 Murchison Street, Newcastle or 0343287600 or ed@newcastle.gov.za


ZWANE MUNEKE
MUNICIPAL MANAGER

06/01/2023