



ANNUAL NOTIFICATION OF OPERATING A BUSINESS IN TERMS OF THE BUSINESS ACT, ACT NO 71 OF 1991 (REGULATION 15(2))

In respect of the above, notice is hereby given that every license holder must lodge a renewal application with the relevant licensing authority (Newcastle Municipality) by no later than 15:00 on the last working day of January of each year. As a result of the above, the license holder is required to provide the following 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 and SARS documentation.
 - (e) Certificate of Acceptability from Environmental Health (excl liquor outlets).
 - (f) Special consent in terms of Land Use Management where applicable.
 - (g) Landlord's consent / proof of property ownership.
 - (h) Electricity certification.
 - (i) Municipal statement of rates in good standing for the business
- 4) A late renewal fee of R230 (incl VAT) is charged for any license renewal lodged after 15h00, 31 January of every year.

For enquiries, please contact the Business Licensing Unit, Newcastle Municipality, Office B419 or B402, 37 Murchison Street, Newcastle or 0343287600 or ed@newcastle.gov.za


ZWANE MCKINAKA
MUNICIPAL MANAGER



Newcastle Municipality

Business Licensing Unit

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Newcastle

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ANNUAL NOTIFICATION FORM: ITEM 1 / 2/3 LICENSES

Business Name:		
Nature of Business:		
Owner of Business:		
Owner ID Number:		
Physical Business Address:		
Email Address:		
Owner Contact details:	(w)	(Cell No)
Manager: (if different from owner)		
Manager ID Number:		
Manager Contact details:	(w)	(Cell No)
Postal Address:		

Note: Copy of the current Business License to be attached to this form.

Signed at _____ on this _____ day of _____ 2023/2024.

Submitted by: _____

Signature