

## ETHEKWINI MUNICIPALITY BUSINESS LICENSING AUTHORITY

TRADING NAME	
PREMISES ADDRESS	
BO NUMBER	

THE FOLLOWING IS REQUIRED BEFORE ANY LICENSE APPLICATION IS ACCEPTED

	REQUIREMENTS	TICK
1	Completed Application Form <b>With Property Description (ERF Number)</b>	
2	Copy of Value Assist	
3	Original Landlord's Consent	
4	Lease Agreement	
5	Certified ID Copy	
6	Close Corporation, Certificate of Incorporation and Directors or members details.	
7	Proxy letter when lodging on behalf of a CC or company.	
8	<b>An SAPS fingerprint report clearly stating 'NO ILLICIT ACTIVITY IDENTIFIED' for all Item 2 (Health facilities or Entertainment) license applications only.</b>	
9	Electrical Certificate of Compliance - Accommodation Establishments only.	
10	Proof of ownership if building is a share block <ul style="list-style-type: none"> <li>• Shareholder Certificate or</li> <li>• Rates letter</li> </ul>	
11	<b>Liquor Establishment- Floor Plan is required (Same plan that is distributed to the Liquor Authority)</b>	
12	Latest approved Building Plans are required for businesses that are located in the <b>Central Business District (CBD)</b> for new applications and previously abandoned applications.	
13	<b>NO PAYMENT SHOULD BE DONE UNTIL DOCUMENTATION IS VERIFIED BY BUSINESS LICENSING AND A PAYIN SLIP IS ISSUED.</b>	

APPLICATION TAKEN BY: \_\_\_\_\_