



**ETHEKWINI MUNICIPALITY**  
**ETHEKWINI BUSINESS LICENSING AUTHORITY**

TRADING NAME	
PREMISES ADDRESS	
BO NUMBER	

THE FOLLOWING IS REQUIRED BEFORE ANY **EVENT LICENSE** APPLICATION IS ACCEPTED

REQUIREMENTS		TICK
1	Completed Application Form	
2	Events Office Approval Form + Copy of the whole application file submitted to be submitted to Events Office	
3	Town Planning Approval (For Private Venues)	
4	Original Landlord's Consent	
5	Events Management Plan (Safety & Security Plan, Emergency Plan, Medical Plan) – For Entertainment Applications (Item 2)	
6	Certified ID Copy	
7	Close Corporation, Certificate of Incorporation and Directors or members details (if applicant is a CC)	
8	Proxy letter when lodging on behalf of a CC or company.	
8	Certificate of Acceptability & Fire Forms	
9	<p><b>Payment Options</b></p> <p>1. Cash Payment – Municipal Pay Point OR</p> <p>2. Pay via <b>EFT</b></p> <p>Banking Details for EFT Payment (Only) <b>NEDBANK</b></p> <ul style="list-style-type: none"><li>• Account Name : EtheKwini Municipality Agents Deposit</li><li>• Type of Account : Current</li><li>• Account Number : 1107821118</li><li>• Branch : Corporate Client Service Jhb</li><li>• Branch Code : 198765</li><li>• Ref No. : 200 9901 0000</li></ul> <p style="text-align: right;"><b>AMOUNT:</b> <input type="text"/></p>	

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