



## **ETHEKWINI NEWSFLASH**

### **FOR IMMEDIATE RELEASE**

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## **ETHEKWINI BUSINESS LICENSE RENEWAL FREQUENTLY ASKED QUESTIONS**

### **1. How can I renew my business license?**

By visiting the business licensing office where the license was applied at. There are prescribed renewal forms that are filled and submitted with the requisite documents to be attached. The business license renewal can also be done via the online portal under the Business Licensing eServices webpage.

### **2. What will happen if I don't renew my business license?**

The owner of the business will be prosecuted by the License Inspector and/or other law enforcement agencies.

### **3. How much does it cost to renew my business license?**

The renewal of a business licence is FREE, zero fees required.

### **4. For those trading illegally, please explain what is a business license?**

A business license is a legal document that gives permission to the business to trade in accordance with the type of business they are running. This document also confirms that the business is legal and compliant in terms on the Businesses Act 71 of 1991.

### **5. Why do I need a business license?**

It is a statutory requirement, the Businesses Act, 1991 (Act No. 71 of 1991) provides that no person may conduct a business without a business license. It is important for the public to comply with this legislation so that measures are in place to safeguard both the business owner and consumers. The licensing process requires approval from Land Use Management, Environmental Health, Fire and Emergency Services, Building Department and Metro Police.

### **6. How to get a business license?**

You can apply online on Business Licensing eServices webpage or you can complete the application forms and submit them personally at the Business Licensing office closer to your business. We send reports to Town Planning

and Building Department for approval as a pre-requisite. Once we get approvals from the aforementioned departments, applicants can now lodge an application and pay the prescribed fee and be given 21 days to comply with Fire and Emergency Services and Health Departments requirements. Licenses are granted when they comply with all other departmental requirements.

**7. How long does a business license last for?**

Business Licenses are valid for as long as the business is in operation, and it is still compliant with relevant legislations and By-Laws. It will get cancelled when a license holder vacates the premises or when the business change hands.

**8. What are the different types of business licenses?**

Under Businesses Act 71 of 1991, Item 1 are Food businesses, Item 2 Health facility and Entertainment and Accommodation Establishment certificates in terms of the Businesses Act 71 of 1991.

**9. How much is the application for a new Business License?**

- R574 for food businesses
- R2842 for Health and Entertainment businesses
- R574 for Accommodation certificates
- R287 for Emerging businesses (Spaza Shops)

**10. Where is an eThekweni Municipality's Business Licensing Offices?**

The offices are located in different regions as per the addresses below: -

- 7<sup>th</sup> Floor Embassy Building, 199 Anton Lembede Street, Durban
- Sizakala Centre Winklespruit, 11 Grace Dale Road, Winklespruit
- Sizakala Centre Pinetown Civic Centre, 60 Kings Road, Pinetown,
- Sizakala Centre Verulam, Ground Floor, 151 Wick Street, Verulam
- Sizakala Centre Midway Mall, Newlands West

**11. What is the role of eThekweni Municipality's Business Licensing Office?**

- Provide the efficient licensing and administration function for business licence applications, for food businesses, entertainment and/or health facility and accommodation establishments.
- Monitoring and enforcing compliance of the businesses with the provisions of the Businesses Act and Accommodation Establishment Bylaw.

**ENDS**

**Issued by eThekweni Municipality's Communication Unit.**