



Dihlabeng Local Municipality

9 Muller street East
Bethlehem
9700

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DIRECTORATE PUBLIC WORKS

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INFORMATION DOCUMENT FOR THE APPLICATION FOR CONSENT USE FOR A HOME BUSINESS

None of the required documentation may be left out. If **any** documentation is incomplete or missing it may result in the rejection of the application.

Covering letter	<ul style="list-style-type: none"> Postal address and contact details of the owner / consultant. Covering letter containing : Type of business / Name of home business
Application form	<ul style="list-style-type: none"> Home Business application must be fully completed
Payment of application fee	<p><u>Payments : Finance Department – ground floor of Dihlabeng Local Municipality :</u></p> <ul style="list-style-type: none"> Payment of R350,00 to be paid into Vote number : 1030 052 361 760 A copy proof of payment must accompany the application. Use Erf number as reference. <p><u>For electronic payments :</u> Dihlabeng Local Municipality Reference : Use Erf number / rezoning Account Number : 405 289 8966 Bank : 502233 Branch : ABSA</p> <ul style="list-style-type: none"> A copy proof of payment must accompany the application. Use Erf number as reference.
Title Deed	<ul style="list-style-type: none"> Copy of the registered Title Deed.
Copy of 2 weeks consecutive advertisements as placed in "Vrystaat" newspaper	<ul style="list-style-type: none"> A copy of the 2 weeks consecutive <u>newspaper advertisements</u> from the "Vrystaat" Newspaper must accompany the application. This form available at Vrystaat Newspaper in Muller street 39, Telephone (058) 303 5411, Fax number (058) 303 5106/2080 This notice shall briefly describe the nature of the application and invite objectors to lodge their written objections which may be submitted at the Dihlabeng Headquarters.
Subdivision Layout Plan A4 / A3	<ul style="list-style-type: none"> Town Erf number of erf Street or street names adjoining / surrounding the erf Dimensions of erf Outline of existing house and any proposed building amendments in order to accommodate the homebusiness Internal layout of residential house indicating which area will be utilized for the home business.

	<ul style="list-style-type: none"> • Parking = minimum of two parking spaces on site (must be indicated on the locality plan) • Building lines • Erf numbers of adjoining erven • Scale and north point
Building Plans	<ul style="list-style-type: none"> • No building plans may be submitted for approval before the final approval from Free State Province. • Copy of such a letter must accompany building plans on submission.
Power of attorney	If any person other than the registered owner of the erf submits and application a power of attorney from the registered owner of the erf must be attached.

2. Who may apply

The owner of an erf who wishes to conduct a home business from his or her residential home.

The following definition describe the conditions for home business :

➤ HOME BUSINESS / TUISBEDRYF

means the practice of an activity, business, hobby or occupation from a dwelling house, or such approved outbuilding with the consent of the Local Municipality, by the resident of the dwelling house. Provided that such activity, business, hobby or occupation falls within the requirements as set out by Dihlabeng Local Municipality.

3. What are the special provisions as set out for the application

Permitted coverage for home business	<p><u>Urban Areas</u> - 50m²</p> <p>With consent of the Local Municipality and the proper motivation from the owner, the coverage may exceed permitted coverage on the condition that the remainder of house must still be use as a dwelling house.</p>
Permitted coverage for home business on smallholding or farm	<p><u>Smallholdings and Agriculture</u></p> <p>The coverage permitted for a Home Business on a Smallholding or farm will be evaluated individually for each application that is submitted on the condition that the remainder of house must still be use as a dwelling house and on the condition that such business falls within the compliance of the permitted and consent uses on such farm / smallholding.</p> <p>On a smallholding or farm an outbuilding such as a warehouse may be used for a home business on the condition that such business falls within the compliance of the permitted and consent uses on such farm / smallholding.</p>
Number of permitted employees in residential areas :	Two persons (2)
Number of permitted employees on smallholdings and farm land :	<p>Five people (5)</p> <p>With consent of the Local Municipality and the proper motivation from the owner the number of people employed may exceed 5 persons - restricted to a maximum of fifteen (15) people.</p>
Applicable monthly tariff :	<p>Residential Site tariff will be changed to applicable Home Business tariff.</p> <p>The cessation of a business is subject to one calendar month written notice,</p>

	where after the levying of the assessment rates regarding the concerned erf according to the business tariff, is suspended with effect from the subsequent month.
Parking	<p>Minimum of three parking spaces or as determined by Building Inspectorate.</p> <p>Must be <u>on site</u> parking, NO street parking allowed unless to the satisfaction of the Local Municipality.</p> <p>Not adhering will subject the owner to withdrawal or cancellation of the consent.</p>
Right of conduct	The permission granted will not be considered to be transferable and the right to conduct a specific home industry can only be transferred to a new owner with the permission of the Local Municipality.
Right of Municipality	<p>Should the home business, in the sole opinion of the Local Municipality:</p> <ul style="list-style-type: none"> a) appear to cause a nuisance or can be foreseen to cause a nuisance by means of congregating of visitors, clients or customers, the creation of noise, vibration, smoke, odour, dust, fumes that cause effacement in the neighbourhood where it is proposed to be established; b) If a home business exceed the coverage and limitations as set out in the original application as completed by the owner. <p>The Local Municipality may, out of its own conduct or upon application of an objector or plaintiff, and after the Local Municipality has considered all facts, withdraw and cancel its consent for the home business after the property owner or person to the consent has been granted has been given written notice of 30 days of such withdrawal or cancellation of consent.</p>
Permitted Business Hours	<p>07h30 – 17h00</p> <p>Where permission is granted by the Local Municipality: over Weekends and Public Holidays on condition that it does not interfere with the tranquillity of the neighbourhood.</p>
Placement of advertisements	<p>The displaying of any sign on a fence, wall or on the building itself may be permitted on the condition that the owner applies at the Local Municipality</p> <p><u>Restricted to :</u></p> <ul style="list-style-type: none"> a) Size may not be bigger than 500mm by 300mm and higher than 1.8m from the ground to the top of the sign. b) The information contained in the sign will be restricted to the name of the business, the owner and telephone and/or fax numbers
Display and selling of goods	<p>No goods may be displayed in such a manner that it will be visible from outside the building or from street;</p> <p>The granting of a concession shall not be construed as permission for the keeping of stocks on a residential erf and where the keeping of stock is essential for the running of an undertaking, the quantity and manner of storing of such stock shall be subject to the satisfaction of the Local Municipality's: Health and Fire Department;</p>
Transfer of right of conducting a home business in instance where a property is sold :	The permission granted will not be considered to be transferable.
The following Home Business will NOT be	No consent may be granted for home businesses that:

allowed :	<p>Requires a business license, for a home business entailing or partially concerned with scrap yards, builders or any other contractors yard, repair of motor vehicles (including general repairs, panel beating and spray painting);</p> <p>Panel beaters, Wood and Iron Construction, Businesses that requires large numbers of clients / visitors daily, Nursery schools and crèche's where the whole house will be set out for these purposes, or any other business that might have the potential to be considered as a restricted business or general business.</p> <p>Or any other business as deemed not to be permitted by the authority of the Building Inspectorate.</p>
Note :	<p>Any such business shall be subject to inspections by authorised officials of the Municipality.</p>

APPLICATION FORM –APPLICATION FOR HOME BUSINESS

Please ensure that all the information on this form is completed. If any information is missing or incomplete it might result in the rejection of the application.

This application can be submitted at the Directorate Public Works, 9 Muller street East, Second Floor.

Owner :	
Name and surname:	
Email :	
Telephone number :	
Fax number :	
Cellular Phone nr:	
Physical adress :	
Postal adress :	

Property details :	
Erf / stand number :	
Erf / stand size :	
Area :	
Street Address:	
Current zoning :	Single residential <input type="checkbox"/> Medium residential <input type="checkbox"/> Undetermined <input type="checkbox"/> Business <input type="checkbox"/> Other :
Size in extent of existing house :	m ²
Title Deed number :	

Home Business details :	
Describe type of business :	
Business name :	
From where will the business be conducted :	Main House <input type="checkbox"/> Outbuilding <input type="checkbox"/>
Will the activities take place :	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Coverage :	
Size of coverage intended for home business:	m ²
Does coverage exceed permitted coverage of 50m ² ?	If yes, motivate.

Parking :	
Is there parking available on the premises :	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many on site parkings will you provide :	

General :			
Description of residential building :	House <input type="checkbox"/>	Duplex <input type="checkbox"/>	
	Group Housing Unit <input type="checkbox"/>	Boarding House <input type="checkbox"/>	
	Hotel room <input type="checkbox"/>	Retirement Home <input type="checkbox"/>	
Description of ownership of residential building :	Full ownership <input type="checkbox"/>	Partial ownership <input type="checkbox"/>	
	Sectional Title ownership <input type="checkbox"/>	Rental <input type="checkbox"/>	
Occupation of Applicant (in terms of home business)	Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>	
<u>Machinery</u> : Give a description of the machinery or power to be used, the area of use, as well as the power of the tools or machinery :			
<u>Disturbance</u> : Describe the possible noise, smell, dust or any harmful side effects generated by the activities and the possible ways of eliminating aforementioned :			

Business Hours :	
Week days :	
Sundays :	
Public Holidays :	

Type of vehicles that will be used :	
Type of vehicle :	
Capacity :	

Signature of owner / consultant + date :	
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SIGNATURE BY SURROUNDING OWNERS :

STAND NUMBER :	NAME :	SIGNATURE :

