



Dihlabeng Local Municipality

9 Muller street East
Bethlehem
9700

PO Box 551
Bethlehem
9700

Telephone : (058) 303 5732
Fax number : (058) 303 4073 / 4731

DIRECTORATE PUBLIC WORKS

Enquiries / Navrae:	Mnr Mxolisi Mchunu Town Planner	Mrs Kerenza Marais Assistant Town Planner	Mr Jan van der Bijl Senior Draughtsman
Telephone :	(058) 303 5732 X2246		(058) 303 5732 X2250

Enquiries / Navrae:	Mr Marinus Jonker	Mrs Hermien Christie
Telephone :	(058) 303 5732 x2251 / 2252	

INFORMATION DOCUMENT FOR THE APPLICATION FOR CONSENT USE FOR A GUESTHOUSE / SELFCATERING FACILITY

1. How to apply and what documentation is required?

- 1.1 The attached application form must be completed and signed in full
- 1.2 A copy of the receipt for the payment of the fee for special consent of **R350,00** must accompany the application. This payment may be done at the ground floor of Dihlabeng Local Municipality, 9 Muller street East, Bethlehem. Please note this tariff is subject to a yearly escalation.
- 1.3 A covering letter must accompany the documentation stating the name of the Guesthouse / Self catering facility and the amount of rooms that will be rented out.
- 1.4 A copy of the 2 weeks consecutive newspaper advertisements from the "Vrystaat" Newspaper must accompany the application. 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.
- 1.5 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.
- 1.6 A layout plan / locality plan clearly indicating the following : Drawn to scale on A4 or A3 size of paper indicating the following :
 - 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 guesthouse
- Internal layout of residential house - and pertaining to the Guesthouse the following where applicable :
 - guestrooms
 - bathrooms
 - central kitchen of residential house
 - dining area
- Parking = 1 parking for each rented room
- Building lines
- Erf numbers of adjoining erven
- Scale and north point

1.7 A copy of the Title Deed must accompany application.

2. Who may apply

The owner of an erf who wishes to run a guest house or selfcatering facility from his or her home dwelling. The following definitions describe the conditions for a guest house and self catering facilities :

GUEST HOUSE (BED AND BREAKFAST ESTABLISHMENT) - means a permanently inhabited dwelling house with a maximum of ten bedrooms / suites, of which a maximum of eight bedrooms / suites may be let out, which mainly serves as an overnight visitors and tourist accommodation facility and where meals are served in a central dining room by the residing family to overnight guests only, provided that the owner has applied for approval in terms of Application for Home Business. **(GASTEHUIS – BED- EN- ONTBYT ONDERNEMING)**

- (a) Accommodation may only be made available in the short term on an overnight basis, in which instance the maximum number of persons that may reside on an erf be not more than the number of rooms multiplied by the factor 2.5.
- (b) A maximum of two bedrooms may form part of an outbuilding, and all other bedrooms must form part of the main building from where primary access to the rooms must be provided;
- (c) The building may only be licensed for on-site consumption in terms of the Liquor Act (Act 27 of 1989);
- (d) No self-sustaining accommodation, and, with the exception of a kettle or coffee machine, small fridge and a microwave oven, no separate facilities for the preparation of meals, besides a central kitchen, may be provided on the premises; and
- (e) No reception facilities or public bar be permitted on the premises, except for a single lounge with a maximum floor area of 40m² which may only be utilized by residing guests to host personal meetings, receptions and presentations.
- (f) The Local Municipality may, to their own discretion, approve or deny any application for a guest house / bed and breakfast establishment.
- (g) The Local Municipality may, to their own discretion allow special consent for conference facilities depending on the location, coverage etc.

SELF CATERING UNITS / BACK PACKERS – means a permanently inhabited dwelling house with a maximum of ten bedrooms / suites, of which a maximum of eight bedrooms / suites may be let out, which mainly serves as a residency for overnight visitors and tourist accommodation facility and where meals are prepared by the guest themselves provided that: **(SELF SORG EENHEDE)**

- (a) Accommodation may only be made available in the short term or on an overnight basis, in which instance the maximum number of persons that may reside on an erf be not more than the number of rooms multiplied by the factor 2.5 provided that the owner has applied for approval in terms of Application for Home Business.
- (b) A maximum of two bedrooms may form part of an outbuilding, and all other bedrooms must form part of the main building from where primary access to the rooms must be provided; NO separate loose standing units;

- (c) The building may only be licensed for on-site consumption in terms of the Liquor Act (Act 27 of 1989);
- (d) No full kitchen will be allowed, only a kitchenette with a kettle or coffee machine, small fridge and a microwave oven or two plate stove and a single wash basin may be provided on the premises; and
- (h) No conference or reception facilities or public bar be permitted on the premises, except for a single lounge with a maximum floor area of 40m² which may only be utilized by residing guests to host personal meetings, receptions and presentations.
- (i) The Local Municipality may, to their own discretion, approve or deny any application for self catering units / backpackers.

KITCHENETTE – means a small area with a kettle or coffee machine, small fridge and microwave oven or two plate stove and a single wash basin. No fixed stove or stove connection points or any other features connected to the use in a normal residential kitchen.

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

Applicable monthly tariff	Residential Site tariff will be changed to applicable tariff. The cessation of a business is subject to one calendar month written notice, 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	One parking space per rented room - or as determined by Building Inspectorate. Must be <u>on site</u> parking, NO street parking allowed unless to the satisfaction of the Local Municipality . Not adhering will subject the owner to withdrawal or cancellation of the consent.
Right of Municipality	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 guesthouse / self catering 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.
Permitted Business Hours	07h30 – 20h00 With permission is granted by the Local Municipality : over Weekends and Public Holidays and after hours on condition that it does not interfere with tranquility of neighbourhood.
Placement of advertisements	The displaying of any sign on a fence, wall or on the building itself may be permitted on the condition that the owner apply at the Local Municipality <u>Restricted to :</u> 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
Transfer of right of conducting a home business in instance where a property is sold :	In an instance where change of ownership takes place, the new owner must complete an application form with their details.
Note :	Any such business shall be subject to inspections by authorised officials of the Municipality.

APPLICATION FORM –APPLICATION FOR GUESTHOUSE / SELF CATERING FACILITY

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.

Status of applicant :	<input type="checkbox"/> Registered owner <input type="checkbox"/> Authorized consultant
	If you are a consultant please fill in <u>both</u> your details and the details of the owner for which the application are being submitted
Consultant:	
Company :	
Name and surname:	
Email :	
Telephone number :	
Fax number :	
Cellular Phone nr:	
	If you as owner are handling the application on own regard only your contact details is required
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 :	Guesthouse <input type="checkbox"/> Self catering facility <input type="checkbox"/>
Name of guesthouse / self catering facility :	
From where will the business be conducted :	Main House <input type="checkbox"/> Outbuilding <input type="checkbox"/>
Number of rooms that will be rented out :	* maximum of 10 rooms permitted

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

Business Hours :	
Week days :	
Sundays :	
Public Holidays :	

Signature of owner / consultant + date :	
---	--

SIGNATURE BY SURROUNDING OWNERS :

STAND NUMBER :	NAME :	SIGNATURE :

