



BUSINESS REGISTRATION APPLICATION FORM

(Only for businesses that are run from your premises in Kyalami Estates)

Please take note of the extract from the Community Participation Manual (CPM) below regarding the rules governing a business conducted within the Estate:

- 5.1 *No business activity, which would cause aggravation or nuisance to fellow Residents may be conducted, including auctions, jumble sales and similar activities.*
 - 5.1.1 *All businesses operating within the Estate are required to register with the Homeowners Association on the appropriate form available from the Estate Office. Registration should be renewed annually on the 1st April. Where businesses are found to be operating without having been registered, a penalty will be levied.*
- 5.2 *Not more than 20% of the floor area of any house may be used for business purposes.*
- 5.3 *The number of people working therein, is restricted to the Owner and not more than two employees, provided that the Owner is present and lives on the property.*
- 5.4 *The type of business is restricted. There may be no warehousing, manufacturing or direct sales.*
- 5.5 *Restrictions in 5.4 above are designed to limit the flow of people and traffic, and for various other reasons, not the least being security.*
- 5.6 *All businesses operating within the Estate must provide adequate off-street parking for their clients and employees in such a manner that the driveways and/or road access to other properties is not obstructed at any time.*

Please further take note of the following excerpt of the Land Use Scheme (2018) of the City of Joburg:

20. HOME ENTERPRISES FOR PROFESSION AND/OR OCCUPATION

Without prejudice to any of the powers of the Council under the provisions of this Land Use Scheme or any other law, nothing in the provisions of this part of the Land Use Scheme shall be construed as prohibiting or restricting or enabling the Council to prohibit or restrict the practice by any permanent occupant of a dwelling house / unit of a home enterprise / profession/s or occupation/s or use of a dwelling house / unit for the purpose of a Home Enterprise, provided that:

- (1.) *The dwelling house / unit shall not be used for a public garage, motor sales, motor workshop, heavy mechanical repairs (e.g. grinding, welding, sanding, etc.), car wash, industrial / commercial purposes, noxious industries, scrap yard, spray painting, panel beating, shop (retail outlet), spaza / house shop, tavern / shebeen, restaurant, coffee shop, tea garden, place of amusement, place of instruction, institution, guest house, bed and breakfast, boarding house, commune, hotel, funeral parlour, undertaker, pet salon or any such other uses as the Council may determine.*
- (2.) *Not more than 25% of the built floor area of the dwelling house / unit or 50m² may be used for non-residential purposes in total, whichever is the lesser.*
- (3.) *The principal of the non-residential activity shall be the permanent occupant on the site.*
- (4.) *A maximum of two (2) other persons additional to the members of the household who permanently reside on the site and who own and operate the business from the home may*

be taken into partnership on the site in relation to the home enterprise / profession/s or occupation/s exercised from the site.

- (5.) The home enterprise / profession/s or occupation/s should not negatively impact on any infrastructure services greater than normally required for domestic use.
- (6.) Parking, as well as loading and off-loading activities directly related to the home enterprise / profession/s or occupation/s shall be to the satisfaction of the Council.
- (7.) The display of a non-luminous notice or sign on the boundary fence or building, to indicate only the name, profession / occupation, business logo and telephone number/s of such a permanent resident, shall be permitted in compliance with the prevailing outdoor advertising by-laws.
- (8.) A home enterprise / profession/s or occupation/s of such a nature that would cause an undue increase in traffic in the neighbourhood or the passing of heavy vehicles through the neighbourhood, neither the congregating of workers in relation to the home enterprise / profession/s or occupation/s from the dwelling house / unit shall not be permitted.
- (9.) Interference, in the opinion of the Council, with the amenities of the neighbourhood by means of noise, smell, dust, aesthetic appearance or any other manner, shall not be permitted.
- (10.) The storing or keeping on the site of anything whatsoever which, in the opinion of the Council, is unsightly or undesirable or a risk to the safety and security of residents, such as ammunition, weapons, fire arms, explosives, fireworks, chemicals and waste or something which cannot be accommodated by the ordinary design of a dwelling house or dwelling unit shall not be permitted.
- (11.) Should the permanent occupant wish to practice a home enterprise / profession/s or occupation/s from a non-permanent (for example tents, gazebo and caravans) structure on the site, such practice shall be subject to permission being granted by the written consent of the Council accompanied by a plan indicating the nature, size and position of the container or non-permanent structure on the site. This written consent may be subject to the submission of a building plan.
- (12.) In developments governed by Sectional Title or Home Owners Associations, such home enterprise / profession/s or occupation/s shall be accommodated subject to approval of the relevant Body Corporate / Home Owners Association.
- (13.) All relevant legislation and Council's By-laws shall be complied with to the satisfaction of the Council.

BUSINESS DETAILS:

Stand Number _____

Name of Business Owner _____

Name of Business _____

Is the business registered at CIPC as a CC, Pty Ltd or are you operating as a sole proprietor?

(Please attach CIPC documents if CC or Pty Ltd) _____

Business Hours _____

Contact No. of Business Owner _____

Nature of Business (please give a full description of all intended business activities)

Do you require a business licence in terms of the Business Act 71 of 1991? If so, please attach proof of your licence. Y/N

Are you registered in terms of the HPCSA? (If so, please attach proof.) Y/N

Anticipated number of visitors per week from outside the Estate _____
(Please note that visitors to the business are deemed to be visiting for short periods of time and not on a full day basis.)

EMPLOYEE DETAILS:

Employee's Name _____

Biometrically Registered Y/N

Employee's Name _____

Biometrically Registered Y/N

(Please include a completed Resident Employee Access Application form if the employee is not biometrically registered.)

Please confirm the following by ticking the corresponding box:

- I will not utilise more than 20% of my total floor area for the business:
- I will renew my business application annually:
- My business activities do not entail auctions, jumble sales, warehousing, manufacturing, direct sales or any other activity that might cause an aggravation or nuisance to fellow residents;
- I will not employ more than 2 (two) employees and will inform the Estate Office if there are any changes in employees and ensure that they are registered on the biometric system at all times;
- I will provide adequate off-street parking for my clients and employees and will ensure that driveways and/or road access to other properties is not obstructed in any way;
- I understand that my business registration cannot be transferred to another owner;

- I undertake to re-apply for business registration should the nature of my business change at any time.
- I undertake to comply with the CPM and all legislation and by-laws in regard to my business and understand that penalties can be applied and/or my registration revoked if I do not comply or if I endanger the safety of any resident or compromise the safety or security of the Estate in any manner or form.
- I consent to the retention of my personal information by KEHOA as part of its security and safety protocol and understand that same will not be shared with third parties without my consent unless KEHOA is required to do so by law.

Date of Application: _____

Signature: _____

KEHOA reserves the right to decline the registration of any business that poses a threat to the peace in the Estate or poses any security risk or possible harm or nuisance or aggravation to any of its members, residents in the Estate, staff or the environment.

Please note that the Estate Office will confirm Approval for or Decline your request to operate the business applied for within 10 (ten) working days of your application.