



**uMngeni Municipality**  
**BUSINESS LICENCE APPLICATION FORM**

OWNERSHIP DETAILS	
NAME	
SURNAME	
IDENTIFICATION TYPE	
IDENTITY NUMBER	
COUNTRY OF ORIGIN	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
MOBILE NUMBER	
SETTLEMENT TYPE	
LANGUAGE	
GENDER	
DISABILITY (Y/N)	
MANAGER'S DETAILS	
NAME	
SURNAME	
IDENTIFICATION TYPE	
IDENTITY NUMBER	
COUNTRY OF ORIGIN	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
MOBILE NUMBER	
SETTLEMENT TYPE	
LANGUAGE	
GENDER	
BUSINESS DETAILS	
REGISTERED BUSINESS NAME	
TRADING AS NAME	
REGISTERED BUSINESS NUMBER	
BUILDING PLAN NUMBER	
NUMBER OF YEARS IN BUSINESS	
ANNUAL TURNOVER	
SETTLEMENT TYPE	
DISTRICT MUNICIPALITY	
LOCAL MUNICIPALITY	
FORM OF BUSINESS	
EMAIL ADDRESS	
TELEPHONE NUMBER	
NUMBER OF PERMANENT EMPLOYEES	
NUMBER OF DISABLED EMPLOYEES	
NUMBER OF TEMPORARY EMPLOYEES	
NUMBER OF DISABLED TEMPORARY EMPLOYEES	
TOTAL NUMBER OF EMPLOYEES	
PHYSICAL ADDRESS	

**BANKING DETAILS:**

BANK                                ABSA BUSINESS CENTRE PUBLIC SECTOR  
ACCOUNT NUMBER                4063796636  
BRANCH CODE                    632005  
REFERENCE                        BUSINESS LICENCE  
APPLICATION FEE R200. 00

**ATTACH THE FOLLOWING:**

1. ID COPY
2. PROOF OF PAYMENT
3. Copy of a lease agreement

Applications must be submitted via email to [businesslicenses@umngeni.gov.za](mailto:businesslicenses@umngeni.gov.za)

**LICENSING**

A full application process for Item 1, 2, or 3 businesses will be required as provided by the Business Act 71 of 1991

item 1 is for sale or supply of meals or perishable foodstuffs.

item 2 is for the provision of certain types of health facilities or entertainment.

item 3 is for hawking in meals or perishable foodstuffs (Including informal traders and spaza shops).

item 4 is both item 1 and item 2.

The application will have to comply with all relevant Municipal legislative requirements including:

Town Planning and Development Requirements.

Building Control Requirements

Fire Safety Requirements

Environmental Health Requirements

Disaster Management Requirements

Roads and Traffic Control Requirements

Site Inspection and interviews may be conducted depending on the type of the application before final approval.

Municipality has up to 21 working days to issue or refuse any application.

ALL OTHER QUERIES MUST BE SUBMITTED TO:

**DEPARTMENT OF ECONOMIC DEVELOPMENT, PLANNING, AND HUMAN SETTLEMENTS**

uMngeni Municipality

PO Box 5

Howick

3290

Email: [Lorraine.Jackson@umngeni.gov.za](mailto:Lorraine.Jackson@umngeni.gov.za)

Tel: 033 239 9285