

Rig alle korrespondensie aan:
Die Munisipale Bestuurder

Address all correspondence to:
The Municipal Manager



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HOUSE SHOP APPLICATION FORM	
Please note that a house shop application is being made in terms of the Cederberg Municipality: By-Law on Municipal Land Use Planning	
APPLICANT DETAILS	
Name & Surname:	
ID Number:	
Postal Address:	
Contact number:	
Email address:	
REGISTERED PROPERTY OWNER/S DETAILS <i>(populate this information if the details are not the same as above)</i>	
Name & Surname:	
ID Number:	
Postal Address:	
Contact number:	
Email address:	
PROPERTY DETAILS	
Erf number:	
Street/physical address:	
DETAILS OF PROPOSAL	
Trading hours (including public holidays):	
Merchandise (items that will be sold):	
Equipment that will be used:	

Business Trading Name (if applicable):	
<u>Please refer to checklist for the require documentation.</u>	
MOTIVATION	
Describe the business and reasons for the business:	
DECLARATION	
	<p><u>I / We hereby wish to confirm the following:</u></p> <ol style="list-style-type: none"> 1. That the information contained in this application form and accompanying documentation is complete and correct. 2. I'm aware that it is an offense in terms of section 86(1)(e) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct. 3. I am properly authorised to make this application on behalf of the owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto. 4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard. 5. That this submission includes all necessary land use planning applications required to enable the development proposed herein. 6. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission. <p>If the information supplied is found to be incorrect then the Cederberg Municipality will not consider your application.</p>
Name & Surname:	
Capacity:	
Signature:	

APPLICATION FEE	
Financial year <u>2026-2027</u> (VAT incl)	R333.72
	Please use reference: 02-6695-1765-00 & Erf number
OFFICE USE ONLY	
Received by:	
Date received:	

Check list for a house shop application			
1.	<u>Application form</u> filled in <ul style="list-style-type: none"> Completed application form that is fully motivated. Take note on the following: <ul style="list-style-type: none"> Who will operate the house shop; The type of products that will be sold; Operating days and hours; & The reason for the house shop. 	√	
2.	<u>Affidavit from the owner of the subject property</u> , clearly indicating who will operate the house shop.	√	
3.	A copy of the <u>Title Deed</u> of the subject property.	√	
4.	<u>Building plan</u> <ul style="list-style-type: none"> A plan indicating the proposed house shop on the subject property, clearly indicating the following: <ul style="list-style-type: none"> Positioning of the house shop on the property together with the existing structures on the property; The height of the structure (elevations); & Distances of the structure from the property cadastral boundaries. 	√	
5.	<u>Surrounding neighbouring property owner's consent</u> .	√	
6.	<u>Proof that the municipal account is not in the rears</u> , i.e. being up-to-date with the account and/or have an agreement from the Financial Department of the Cederberg Municipality.	√	
7.	Proof of payment provided <u>only after obtaining above points 1-6.</u>	√	

Please note that proposed house shop application, it is recommended that the applicant first contact the Town Planning Department to discuss the proposal. Furthermore, the Department will indicate to the applicant the neighbouring properties that will need to provide consent for the proposal (i.e. affected and interested parties). This is to ensure that the applicant is fully aware of Council's requirements.

Please note that after the approval of a house shop application, a building application will need to be submitted to approval, i.e. approving the structure in terms of the National Building Regulations.

GENERAL PRINCIPLES : CRITERIA AND CONDITIONS FOR EVALUATING APPLICATIONS FOR HOUSE SHOPS

1. HOUSE SHOP – LANDOWNER/OPERATOR

- A house shop must be managed by the landowner of the property. Therefore, the landowner will take all and any responsibility, either jointly or severally for all activities related to the operation of the house shop.
- The house shop may be operated by a third-party as the operator, e.g. family of the landowner and/or non-related family person.
- An application of a third-party operator may be considered given that all applicants to submit a certified copy of their ID and in the case of a foreign national legal documents for residing in South Africa and proof of place of residence.
- When submitting a house shop application, a copy of the title deed of the property must be provided, i.e. proof the landownership. A power of attorney may be submitted if the property is being transferred between owners.
- Municipal account may not be in arrears. However, if the applicant is in arrears, then the latter will be required to make an arrangement with the Municipality if the applicant's municipal account is in arrears.
- An acknowledgement that both the possessor and/or landowner can be jointly and severally liable for non-compliance in terms of this policy provision.

2. HOUSE SHOP STRUCTURE AND EXTENT

- An operator may utilise a portion of a dwelling unit in which he permanently resides in order to operate the house shop, on condition that all other parameters contained in the zoning scheme are adhered to.
- The total floor area occupied by the house shop, including storage of goods, may not exceed 30m². Furthermore, the floor area of the house shop should not be larger than the residential component.
- The trading area of the house shop shall not extend beyond the cadastral boundaries of the property.
- The serving counter of the house shop should be set back at least 1m from the street boundary to allow sufficient space for clients, and pavement must not be obstructed by any goods or clients.

3. ADDITIONAL PERMITTED STRUCTURES

- Additional and alternative structures (built or temporary) may be erected in order to operate a house shop, provided that the property shall have a main residential dwelling unit on it.
- The dominant use of the property shall remain residential.
- The trading area may not be used for sleeping/habitable purposes.
- Any new or additional structures (built or temporary) erected with the purpose of accommodating the operation of a house shop shall be done with due cognisance of the residential character of the area.
- All additional (built) structures, including renovations/extensions to existing built structures, with the intention of accommodating the house shop, shall be subject to the submission and approval of a building plan by the Municipality.

4. ABLUTION FACILITIES

The house shop operator should have unfettered access to ablution and handwashing facilities on the property, at all times.

5. TRADING HOURS

- The house shop shall not operate outside the hours. The business activities (operating hours) may only take place from 06:00 – 21:00 daily.
- Notwithstanding the afore-mentioned clause, the Municipality may at any given time amend or alter the operating hours of any approved house shop, if it is deemed necessary, subject to reasonable notice be given.

6. SIGNAGE

- Only one (1) un-illuminated sign, with a maximum of 2000cm² in size, which can be affixed to the wall of the house, or any other legal structure as approved by the Municipality, shall be permitted.
- No illuminated, mobile, freestanding, or protruding signs shall be allowed.
- No signage of any nature may be erected beyond the boundaries of the property on which the house shop is located.

7. ADDITIONAL FACILITIES

No additional facilities in the form of video games, pool tables, vending machines, jukeboxes, or limited pay-out gambling machines shall be permitted.

8. RESTRICTION ON PRODUCTS SOLD

The following products may not be stored and/or sold from house shops:

- Sale of fireworks, sale or storage of gas or flammable fuel or gas/fuel containers, alcoholic beverages, adult entertainment, narcotics, or any other substance deemed to be of an illegal nature.
- No foods or edible products may be prepared or sold as meals.
- Predominantly hermetically sealed products or convenience goods¹ should be sold or offered to be sold.

9. OTHER REGULATIONS

All house shops must comply with health, safety and fire regulations in terms of the relevant legislation.

10. CASES IN WHICH APPLICATION FOR HOUSE SHOPS WILL NOT BE CONSIDERED

- When the house shop operator does not provide proof of being the owner of the property (e.g. title deed) as well as who will operate the house shop.
- Where the house shop operator illegally occupies the land on which the house shop is being proposed.
- When the house shop is being proposed to operate from a municipal rental unit, which has not yet been transferred to the tenant/beneficiary, except where the deed of sale makes provision for immediate occupation or where Council has granted its consent for the tenant/beneficiary to operate a house shop.

11. STANDARD CONDITIONS OF APPROVAL

- Approval for the operation of a house shop shall be linked to the specific property.
- Any deviation from the standard conditions of approval for the operation of a house shop can only be considered upon application.
- Building plans must be submitted for approval in all instances for the structures or portions thereof, which is to be utilised for the operation of the proposed house shop.
- The house shop approval must be displayed on the premises at all times.

¹ Section 1 of the House Shops by-law defines "**convenience goods**" as "goods which are bought frequently, including, but not limited to, sweets, groceries, cigarettes, magazines, medicines, and toiletries..."

12. PUBLIC NUISANCE

The house shop may not constitute a noise nuisance (people shouting, loud music being played, extraction fans, etc) and/or create a nuisance for any neighbouring property owner (as a result of vehicles parking in the street, damaging neighbour's property, smoke from fires, cars hooting/stopping in front of neighbours' property, etc).