

NEW! APPLY ONLINE FOR YOUR FORMAL BUSINESS LICENCES

Your business licence is now just a few clicks

WHO MUST APPLY?

- ☒ Businesses listed in Schedule 1, items 1, 2, or 3, of the Business Act (71 of 1991) must comply with all legal requirements for registration under the Business Act, municipal by-laws, and the Immigration Act (2002) administered by the Department of Home Affairs. The full Schedule 1 is available on our website.

WHAT DO YOU NEED TO APPLY?

☒ **Zoning certificate**

Why do you need this? To confirm that you are allowed to operate a business on the premises

Where can you get it? At the Municipal Town Planning Offices

☒ **Occupancy certificate**

Why do you need this? To confirm approved Building plans are on record and building complies with approved building plans

Where can you get it? At the Municipal Building Control Offices

☒ **Fire Safety Compliance certificate**

Why do you need this? Proof that your premises meet safety standards/regulations

Where can you get it? At the Municipal Fire Brigade Offices

☒ **If you sell food – Certificate of Acceptability (COA)**

Why do you need this? Compliance certificate to food process facilities and vendors

Where can you get it? At the Overberg District Municipality | 028 313 1243 | info@odm.org.za

☒ **Copy of your ID document**

☒ **If you are not the owner of the shop/building: letter of permission from the owner or a lease agreement**

☒ **Layout plan and or approved building plans of the internal area of the shop/building**

HOW DO YOU APPLY?

Apply on our Website

<https://www.overstrand.gov.za/application-forms/#business-licence>

WHAT DOES IT COST TO APPLY?

Please submit your application with all required documents attached. The Municipality will issue an invoice for **R1,199.00** (2025/26 Tariffs). Payment can be made to Overstrand Municipality's primary account: ABSA, Current Account, 3220000035, using your name and business licence number as reference. The application will be processed once proof of payment has been received.

WHO TO CONTACT IF YOU HAVE ANY QUESTIONS?



Log a service request on our Citizen App and we will get back to you

- Search for the green Collab Citizen icon in Google Play Store, Apple App Store, or Huawei App Gallery and download
- Simply log in,
- Tap the relevant icon,
- Follow the steps, and
- Submit your request

