



**DIRECTORATE: PLANNING & DEVELOPMENT
TOWN & SPATIAL PLANNING**

ZONING CERTIFICATE APPLICATION FORM
(APPLICABLE FROM 1 JULY 2025 – 30 JUNE 2026)

16 Paterson Street / PO Box 20 HERMANUS, 7200 / Tel: 028 313 8900 / E-mail: tpsec@overstrand.gov.za

SECTION A: APPLICANT DETAILS

First name(s)			
Surname			
Company name <i>(if applicable)</i>			
Postal Address <u>ONLY</u>			
Postal code		Tel / Cell:	
E-mail address			

SECTION B: PROPERTY DETAILS

Erf / Portion and Farm no.		Area	
Street Address			
Current Zoning		Extent	m ² /ha
		Are there existing buildings?	Y N

SECTION C: TARIFFS *(Includes VAT & valid from 1 July 2025 to 30 June 2026)*

Zoning Certificate – 21 days to issue	R418.00	BANKING DETAILS NAME Overstrand Municipality BANK ABSA BRANCH CODE 632005 ACCOUNT NO. 322 00000 35 REFERENCE Erf number, Zoning Certificate
Zoning Certificate – Non-Profit Organisation (NPO)	No Charge	

SECTION D: GENERAL

Is the zoning certificate for a business licence? If yes, please attach:	YES	NO
(a) A copy of the completed business licence application form, indicating the purpose of the licence.		
(b) Layout plan of business licence premises (only where applicable).		

	INDICATE WHICH OF THE FOLLOWING DOCUMENTATION (WHERE APPLICABLE) IS ATTACHED TO THE ZONING CERTIFICATE APPLICATION:	APPLICANT TO INDICATE:	
		YES	NO
1.	A copy of the completed business licence application form, indicating the purpose of the licence (where applicable)		
2.	Layout plan of business licence premises (only where applicable)		
3.	Proof of payment		
4.	Power of Attorney / Owner's consent if applicant is not owner		

✚ If application is made by a person/s other than registered owner (e.g., Consultant / Agent), full power of attorney and signatures of both parties above are required & also to be signed by two witnesses.
 ✚ If property is owned by more than one person, signature of each owner is required. Where the property is owned by a company / trust / other juristic person, a copy of the board of directors / members / trustees' resolution is required.

SIGNED BY APPLICANT

DATE