



General information

More information on getting a trade licence in Johannesburg, including the procedure and cost involved.

[Click here](#) [PDF: 22kb]

CERTAIN businesses need a licence to operate. Before opening any business find out what the requirements are. You may not begin trading in a business that requires a licence before the licences has been issued. Trading without a valid licence is punishable with a fine of up to R2 000. Licensing is governed by the Business Act No 71 of 1991.

- [Trade Licence Organogram](#) [Acrobat format, 95kb]

Businesses that need a licence

If you are running any of the following businesses, you will need to apply for a licence. Please see Schedule 1 of the Business Act 71 of 1991 for details.

Food provision

You need a licence to sell or supply meals, take-aways or perishable foodstuff.

Health and entertainment facilities

You need a licence for:

- Turkish baths, saunas and health baths;
 - massage or infra-red treatments;
 - male and female escorts;
 - three or more slot machines and electronic games;
 - three or more snooker or billiard tables;
 - nightclubs and discotheques, where live or loud music is played;
 - cinemas and theatres; and
 - adult premises.
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Hawkers

If you are a hawker selling food and meals, which you take from place to place or sell from a vehicle, you need to have a licence.

To run a business in Johannesburg

You will need to apply for a licence from the City's Trade Licence Department.

In addition, you will need to pay a once-off application fee.

Once the documentation is completed, the application will be forwarded to five departments to check that the City requirements are met:

- Environmental health
- Noise and air pollution control
- Public safety
- Urban planning
- Building control

An inspection is carried out of the premises by the departments concerned.

Only when all departments have returned favorable reports and recommend approval the trade license will be issued

Applying for a licence

Complete an [RP1 form](#) , which can be downloaded or collected from one of the [regional offices](#) .

This form then needs to be returned with all the necessary supporting documentation:

- In case of a company, close corporation or partnership a copy of the company certificate and list of directors is required
- Identity documents for all directors and partners, including that of the manager or person in charge
- Copy of liquor licence
- Copy of menu in the case of a food trader
- Copy of SARS tax certificate

- Copy of approved building layout plan
 - Zoning certificate
-

A once-off fee is payable at the Business Licence Office when lodging your application. Please note, however, that cheques cannot be accepted by Licensing Officers, but can be paid at a council [pay point](#) on vote no. 035922517485339.

Once this is done all the documents can be handed in at the Office of Inspectorate:
Environmental Health Building

Cnr Avon Street & Main Reef Road

Longdale (Opposite the Langlaagte SAPS)

Office hours:
7am – 10 am and 3pm – 3.30pm

If reports received from the departments indicate that other requirements need to be satisfied, the Trade Licence Department will send a notice to the applicant. The applicant must comply with the requirements and then arrange a re-inspection with the officer concerned.

The licence will be issued only once all five departments have returned a recommendation for approval.

Note that a trade licence or application cannot be transferred with a change of ownership. A business licence can be withdrawn or suspended if there is a failure to comply with

endorsements.

Enquiries:

Harold Mashapa (Business Licence Officer)

Tel: 011 226 8327

Fax: 011 474 6707

Email: haroldm@joburg.org.za

Inspection of premises

The following departments will do an inspection and will issue a recommendation after an inspection at your business has been done. Contact these departments for more information:

1. ENVIRONMENTAL HEALTH SERVICES A Motsuki, F Visser or H Steenkamp

Environmental Health Building

Cnr Avon Street & Main Reef Road, Longdale

Tel: 011 226 8300
Fax: 011 474 6707

2. NOISE AND AIR POLLUTION CONTROL
G Dhlamini

Environmental Health Building

Cnr Avon Street & Main Reef Road, Longdale

Tel: 011 226 8300
Fax: 011 474 6707

3. METROPOLITAN PUBLIC AND SAFETY AND EMERGENCY SERVICE - FIRE SAFETY
D Konqobe (from 7.30am – 9am)

Street Level, B Block

Civic Centre

158 Civic Boulevard

Braamfontein

Tel: 011 407 6374/5
Fax: 011 339 1532
(R195.00 inspection fee is payable with any new applications)

4. URBAN PLANNING UNIT

L Oakenfull (Information & Direction, from 8am – 1pm only)

7th Floor A Block

Civic Centre

158 Civic Boulevard

Braamfontein

Tel: 011 407 6231

Fax: 011 339 3368

5. BUILDING CONTROL UNIT

Paul Cilliers (from 8am – 10am only)

4th Floor, Roodepoort Civic Centre

100 Christiaan De Wet Road

Roodepoort

Tel: 011 761 0472

Fax: 011 472 3483

Albert Van Der Walt (from 8am – 10am only)

B-block, Sandton Civic Centre

Cnr West and Rivonia roads

Sandown

Tel: 011 881 6320

Fax: 011 881 6205

Other licensing bodies

Registrar of Companies

Contact the Registrar of Companies to register as a company.

Tel: 0861 843 384

Fax: 0861 843 888

Liquor licences

To apply for a liquor licence, contact the liquor officer at your nearest police station or the Liquor Board:

Matlotlo House

94 Main Street, cnr of Harrison Street

Johannesburg

Tel: 011 355 8099

Fax: 011 355 8083

Music rights

You also must apply to the South African Music Rights Organisation (SAMRO) to play any kind of music.

20 De Korte Street

Braamfontein

2001

Tel: 011 712 8000

Fax: 011 403 1934

email: customerservices@samro.org.za

For street traders

Contact the Johannesburg Metro Police Department (Hawker Unit)

Zed Mangaliso

Metro Police Offices

Cnr Village and Loveday roads

Wemmer

Johannesburg

Block F, Room 20

Tel: 011 490 1765/77

Fax: 011 490 1665

The City's policy on business licences

The City of Johannesburg's policy is set out in a number of annexures.

Download the following document in Adobe Acrobat format.

[Annexure A](#) [202kb]

Policy for the implementation and enforcement of the Businesses Act 71 of 1991

[Annexure A1](#) [101kb]

Schedule 1:Businesses in respect of which a licence is required

[Annexure B](#) [200kb]

Legislative process guidelines for the issuing, refusal, withdrawal and suspension of business licences, and the amendment or revoking of conditions

[Annexure C](#) [229kb]

Protocol that has to be followed by business licence officers when implementing and enforcing the Businesses Act 71 of 1991 and the council's policy for the implementation of the Act

[Guidelines and protocol](#) [177kb]

Policy, legislative process guidelines and protocol for the implementation and enforcement of the Businesses Act 71 of 1991

The tariffs

The City of Johannesburg has amended its [Environmental Health Services tariffs](#) [PDF] with effect from 1 July 2012.

Service

Recommended Tariff

Application to conduct a business of:

(a) Food from a fixed premises

(b) Vending Food

(c) Escort agencies, night clubs, massage parlours and adult clubs

(d) Other licences in terms of Schedule 1 of the Act

R

570.00

185.00

2860.00

570.00

Issuing of a duplicate licence	105.00	
The provision of reasons for a refusal	105.00	Licensing Authority
Amendment of a License	135.00	
Amendment of a condition on the endorsements to an issued licence	135.00	
Copies of a document per page (A4)	0.25	
Re-inspection of a food premises for the removal of a prohibition	10.00	
Issuing of an export certificate for foodstuffs	20.00	
Sampling and analysis of foodstuffs intended for human consumption	10.00	
Sampling and analysis of municipal swimming pool	360.00	
Issuing of a permit for a sewer to remove human excrement	55.00	
Issuing of a permit for the installation of a sewer works	55.00	
Issuing of a permit for the conducting of an offensive trade	55.00	
Issuing of a permit for the conducting of a hairdressing, beauty and/or cosmetology service	55.00	
Issuing of a permit for the conducting of an informal hairdressing, beauty and/or cosmetology service	135.00	
Issuing of a permit to conduct an accommodation establishment	145.00	
Issuing of a permit to conduct a nursing home used for maternity, medical and surgical purposes	235.00	
Issuing of a permit to conduct a child care service	55.00	
Issuing of a permit for the keeping of poultry	55.00	
Issuing of a permit for the keeping of rabbits	55.00	
Issuing of a permit to conduct a dog kennel or cattery	55.00	
Issuing of a permit to keep a dangerous animal	55.00	
Issuing of a permit to keep a dog	55.00	
Issuing of a permit to conduct a Children's Home	55.00	
Impoundment of Cattle, Horses, Mules, Donkeys and other large Animals	225.00	
Impoundment of Dogs, cats and other small pets	15.00	
Impoundment of Goats, Sheep and other similar sized Animals	75.00	
Impoundment of Pigs	145.00	
Impoundment of Poultry	95.00	
Impoundment of Wild Animals	215.00	
Daily Holding Tariff for Cattle, Horses, Mules, Donkeys and other large Animals	35.00	
Daily Holding Tariff for Dogs, Cats and other small Pets	10.00	
Daily Holding Tariff for Goats, Sheep and other similar sized Animals	60.00	
Daily Holding Tariff for Pigs	60.00	
Daily Holding Tariff for Poultry	40.00	
Daily Holding Tariff for Wild Animals	95.00	
Issuing of Destruction of Certificates	55.00	
Vacant properties – Per transaction after referral to contractor for cleaning where owner has failed to do so	75.00	
Erection of "no dumping" signs	24.00	
Issuing of a permit to keep a dog	55.00	
Issuing of a permit to keep a cat	55.00	
Issuing of a permit to introduce Milk and/or Milk products into the Municipal area for human consumption	55.00	
Cutting of grass, undergrowth, weeds, and/ or vegetation to a maximum height of 150mm above ground level to the satisfaction of the Council	0.65	per m ²
Cutting of reeds to a maximum height of 150mm above ground level per m ² , which shall include the supply of fuel	5.00	per m ²

Pruning of a tree, which shall include the removal of the resultant spoils to the satisfaction of the Council per 100 kg or part thereof
 Cutting of a tree to ground level, which shall include the removal of the resultant spoils to the satisfaction of the Council per tree
 Cutting of shrubs to ground level, which shall include the removal of the resultant spoils to the satisfaction of the Council per 100 kg or part thereof
 Removal of waste material deposited on the Council per 1000 kg or part thereof

Offences and fines

The Business Act 71 of 1991 sets a out a number of offences concerning business licences.

Number of Offences Description of Offence

- Section 62 (3)(a)
- Carry of business by the sale or supply of foodstuffs in the form of meals without being the holder of a licence
 - Carry on of a business of:
 - providing Turkish baths, saunas or other health baths without being the holder of an apposite licence
 - providing message or infra red treatment without being the holder of an apposite licence for the purpose
 - making the services of an escort available to another person without being the holder of an apposite licence
 - keeping three or more coin/coin token/disc operated contrivances for the playing of any game
 - keeping three or more snooker or billiard tables without being the holder of an apposite licence
 - keeping or conducting a night club or discotheque without being the holder of an apposite licence
 - keeping or conducting a cinema or theatre without being the holder of an apposite licence for the purpose
 - conducting adult premises referred to in section 24 of the films and publications Act, 1996 with

R2000

R1000

R1000

R1500

R1000

R1000

R2000

R1000

R1500

Section 42(3)(b) R500 a business in hawking of meals without being the holder of a hawkers licence

Section 22(3)(c) R500 a business contrary to a condition

Regulation 10(1)(b) R1000 produce a licence on request by an inspector

Regulation 18(3) R500 fail, without just cause, to answer any question which an Inspector has put to him or

Regulation 14(c) R1500 statement to an Inspector, which is false or misleading, knowing it to be false or misle

Regulation 11(e) R500 obstructs an Inspector in the exercise, carrying out or performing of his powers, duti

Business licensing regional information

Information on the regional offices

Region	Name	Telephone Number and Cell	Fax Number and E-mail
A			
	Farlett Blignout		
		011 237 8011 083 467 5543	
		011 314 1716 christat@joburg.org.za	
	Alphen square North Unit 7 C/o Goerge and 16Th Ave Randjes Park Midrand		
B			
	Harold Mashapa		
		011 226 8300/27 082 559 3785	
		011 226 8300/28	

011 474 6707
gertd@joburg.org.za

011 474 6707
haroldm@joburg.org.za

Environmental Health Offices
C/o Avon and Main Reef Roads
Longdale/ Langlaagte

C

Elize Van der Walt

Raymond Baynes

011 761 0222
083 409 8290

011 761 0280
083 408 7400

011 761 0205
elizev@joburg.org.za

011 761 0205
raymondb@joburg.org.za

2nd Floor
Roodepoort Civic Centre
100 Christiaan De Wet Road
Florida Park
Roodepoort

D1

Raymond Mothapa

011 986 0188
083 462 4857

011 986 0319
Raymondm@joburg.org.za

Jabulani Civic Centre
1 Koma Street
Jabulani

D2

Olinah Monama

011 933 2422
083 462 3317

011 933 2426 or
011 933 1676

Environmental Health Offices
C/o Old Potch Road and Nicholas Street
Zone 6
Diepkloof

E

Karl Zastrau

Map Botha

011 881 6464
083 706 2570

011 881 6347
083 706 2557

011 881 6626
karlz@joburg.org.za

011 881 6626
No e-mail, no computer

7th floor
A - block
Sandton Civic Centre
C/o Rivonia Road and West Street
Sandown

F1

Beauty Sibanyoni

011 376 8602
083 406 9826

011 376 8594
beautys@joburg.org.za

People Centre
CJ Cronje Building
80 Loveday Street c/o Bree Street
Johannesburg

F2

Elvis Moshoma

011 681 8267
082 824 0722

011 681 8211
elvism@joburg.org.za

Eureka House
C/o Marlborough and Rossetenville Roads
Springfield

G

Jabulani Boya

Henry Van Eden

011 213 0144
082 371 8690

011 852 4333
083 400 9108

011 213 0030
jabulanib@joburg.org.za

011 852 1054
henryv@joburg.org.za

2nd floor
Ennerdale Civic Centre
C/o Katz and Smith Streets
Ennerdale x 9

Lenasia Civic Centre
C/o Eland and Rose Avenues
Lenasia