

13. HOW DO I APPLY FOR TRADING LICENCE?

THOHOYANDOU CBD AND SIBASA TRADING LICENSE FOR STREET VENDORS

- Letter from traditional leader or SANCO.
- Letter from ward Councilors.
- Your own application letter.
- Street vendor committee letter.
- ID copy (not certified).

STREET VENDOR LICENSE (outside CBD)

- Letter from traditional leader, CIVIC, or SANCO.
- Letter from ward Councilor.
- Letter from the applicant.
- ID copy (not certified)

14. HOW DO I APPLY FOR TRADING LICENCE?

- Where possible start by checking the availability of the facility which may be telephonically.
- Formal application- stating venue, time nature of event, estimated number of people anticipated attend.
- Office will issue a quotation fee, the amount to be paid.
- Payment may be done at Municipal office or electronically. Proof of payment to be forwarded to office 110.
- Office 110 will grant to make use the facility which be demanded by.
- Security officer when arriving at the facility 015 962 7537/015 962 7660.

15. HOW DO I CHANGE OWNERSHIP FOR RESIDENTIAL SITES?

15.1 CHANGE OF OWNERSHIP RESIDENTIAL SITE

- Ensure that the site is registered with the Municipality.
- Ensure that Locality map is also available (NB pay R22).
- Provide PTO (if available).
- Confirmation letter from headman/woman.
- Affidavit from both parties (transferor & transferee).
- Certified Id copy from both parties (transferor & transferee).
- The applicant must pay transfer fee R406+ R12 statement (N.B not fixed).
- All applicants must sign VDM 3 form.
- Clearance certificate.