

Apply for a business licence

All businesses in the City of Cape Town must apply for a business licence if their operations include the sale or supply of meals, if they offer health or entertainment services, or if meals are being hawked (e.g. hot dogs, hamburgers etc).

When to apply

A business licence is required for health and entertainment businesses that:

- provide turkish baths, saunas or other types of baths;
- provide massage and/or infra-red treatment;
- provide the services of an escort;
- keep three or more mechanical, electronic or electrical devices (coin-operated gaming appliances);
- keep three or more snooker or billiard tables;
- keep or conduct a nightclub or discotheque;
- keep or conduct a cinema or theatre; or
- conduct an adult premises in terms of [Section 24 of the Films and Publications Act, 1996](#).

Please note

There are three categories of business which dictate the price you pay for your licence.

Category 1: Sale and supply of meals — R25

Category 2: Health and entertainment — R25

Category 3: Hawking meals — R10

How to apply

Step 1: Download and complete the Business Licence Application form, which you can find in the document downloads section below.

Step 2: The following completed forms may be required when applying for a non-hawker business licence:

- A [Land Use Clearance Certificate](#).
- A Population and Clearance Certificate which is obtained after a [fire inspection](#).
- A copy of an [approved building plan](#) of the interior of the premises.
- A [Certificate of Occupancy](#).
- An application for [Certificate of Acceptability](#).

When you are applying for a health and entertainment licence, a SAPS Clearance Certificate will be required. This can be applied for at your nearest SAPS station.

For adult film business operations, please include a clearance issued by the [Film & Publications Board](#).

You will also need:

- a certified copy of the business owner's ID
- a certified copy of the managing director or main staff member's ID

Step 3: Hand your documents in to the nearest [Environmental Health Office](#). You will be issued with a printed instruction to make a cash payment for the licence.

Step 4: Visit any of our cash offices to make the payment.

Step 5: Take the receipt from that payment back to the [Environmental Health Office](#). Your information will then be captured electronically and submitted, along with your forms, to the relevant parties for comment.

Step 6: Once comment has been provided, we will contact you about whether or not your application was accepted or rejected.

Contact us

Environmental Health Department

Telephone:
[021 400 2103](tel:0214002103)

Document downloads

- 1. [Business Licence Application Form](#)
01/01/2017, Application form - 237.8 KB
 2. [Requirements for Small-scale Embedded Generation](#)
21/08/2017, Guideline - 886.9 KB

Link to access application forms:

<http://www.capetown.gov.za/City-Connect/Apply/Licences-and-permits/Business-and-trade/Apply-for-a-business-licence>

Contact details of Environmental Professionals:

Area 3 - Klipfontein & Tygerberg SDs					
Vacant	Area Manager				
Silvertown Office	16 Petunia Street, Silvertown, Athlone				
Vivian Malgraff	Head:EH	021 444 6643	021 444 6646	083 365 8340	Vivian.Malgraff@capetown.gov.za
Anzil Sampson	PEHP	021 444 6641	021 444 6646	072 581 2597	Anzil.Sampson@capetown.gov.za
Shafiqah Davids	SEHP	021 444 6640	021 444 6646		Shafiqah.Davids@capetown.gov.za
Hugo Urtel	SEHP	021 444 6800	021 444 6646		Hugo.urtel@capetown.gov.za
Bianca du Toit	EHP	021 444 6645	021 444 6646		Bianca.DuToit@capetown.gov.za
Adiela Patel	EHP	021 444 6638	021 444 6646		Adiela.Patel@capetown.gov.za
Loretta Vuso	EHP	021 444 6799	021 444 6646		Loretta.Vuso@capetown.gov.za
Zachary Rudolph	EHP	021 444 6642	021 444 6646		zachary.rudolph@capetown.gov.za
Nokuzola Tobi	EHP	021 444 6638	021 444 6646		nokuzola.tobi@capetown.gov.za
Stuart Hofmeester	EHP	021 444 6636	021 444 6646		stuart.hofmeester@capetown.gov.za
Kevin Walters	EHA	021 444 6637	021 444 6646		Kevin.Walters@capetown.gov.za
Emile Marais	Admin clerk	021 444 6636	021 444 6646		Emile.Marais@capetown.gov.za
Fezeka Office	Cnr Ny 1 and Lansdowne Road				
Vacant	PEHP	021 444 5419	021 444 1117		
Josef Zimri	SEHP	021 444 5418	021 444 1117		Josef.Zimri@capetown.gov.za

Apply for a Certificate of Acceptability

If you intend to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption then you must apply for a Certificate of Acceptability.

How to apply

Please note

The certificate must be in the name of the owner of the business, or the premises on which the business is being conducted. You will still need to [apply for a business licence](#) if you prepare meals.

Step 1: Download and complete the Certificate of Acceptability application form in the document downloads section below.

Step 2: Once you have completed the form, please submit it to your closest Environmental Health Office. See the contact section below for further details.

You will need to provide the following along with your application:

- Original ID; or
- In the case of a proxy, their ID and a letter of authorisation.

Step 3: Once your application has been submitted and approved, you will be issued with a Certificate of Acceptability.

Contact us

If you have any queries, please contact an [Environmental Health Office](#) near you. Alternatively, our Call Centre can help with your queries:

City Call Centre

Telephone:

[0860 103 089](tel:0860103089)

Document downloads

- 1. [Certificate of Acceptability For Food Premises Application Form](#)
01/06/2019, Form - 124 KB
 2. [Environmental Health Contact List](#)
11/04/2018, Contact list - 135.5 KB

<http://www.capetown.gov.za/City-Connect/Apply/Licences-and-permits/Business-and-trade/Apply-for-a-certificate-of-acceptability>