

# CITY OF BULAWAYO



Health Services Department  
**BULAWAYO**

**REF F.20**

16 February 2010

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## PROCEDURES FOR REGISTERING PREMISES

The following premises are registrable in terms of the Bulawayo (Registration of Premises) By-laws.

- Bakery
- Butchery
- Fish Frier
- Fish Monger
- Food Cart
- Food Factory
- Food Purveyor
- Hair dresser
- Hotel / Boarding House
- Laundries / Dry Cleaner
- Lodging House
- Restaurants
- Tea rooms
- Stables

In order for new premises to be registered the following have to be observed.

- 1) Be granted Town Planning approval to establish the proposed activity / business. This however depends on the location of the premises and the proposed activity. Some activities will not require Town Planning approval (development permit). For more information on whether you will require to apply for Special Consent please contact the Town Planning Section 7<sup>th</sup> Floor Tower Block.
- 2) Be in possession of an approved building plan and carry out all renovations in accordance with the approved plan.
- 3) Collect an inspection fee proforma invoice at First Floor Tower Block. Payment of this fee will enable the Environmental Health Officer to go and inspect the

premises. The aim of the inspection will be to assess whether the premises meet the minimum requirements and to advise on any issue which might need to be attended to.

- 4) If the premises meet the minimum requirements you will be advised to apply for a registration certificate. If they do not, you will be advised in writing on what you need to attend to before you can be issued with a registration certificate.
- 5) A Registration Certificate will be valid up to 31 December of the current year and will have to be renewed annually.
- 6) For renewal, you fill in the Application for Registration Certificate form and pay the renewal fee. The Registration Certificate will be renewed if your premises are satisfactory.

This information serves only as a guideline, for exact advice on your premises you are encouraged to visit the Health Services Department , Environmental Health Branch in person.

### Procedure for Licencing Premises

In terms of the Shop Licences Act Chapter 14.17 no person shall in any shop, store or other fixed place of business, carry on the trade or business of selling or letting for hire any goods except in terms of a shop licence.

To sell means to sell by retail or wholesale and include:-

- a) to exchange or barter
- b) to offer, keep or expose for sale

Therefore all premises where selling of goods takes place have to be licenced. The procedure for obtaining a new licence is as follows;

- a) Apply for a Shop licence to the Chamber Secretary. Application Forms will be given after paying the application and inspection fees.
- b) The Forms given will enable you to concurrently apply for a trading licence and a trading permit.
- c) As soon as an Environmental Health Officer receives your application for a trading permit he / she will visit your premises to assess if they are suitable for licencing.
- d) If the premises are suitable your application for a trading permit will be approved. A trading permit is valid for three (3) months and allows you to commence trading whilst your trading licence is being processed.
- e) An application for a trading licence is considered during monthly Council meetings. The Chamber Secretary will give you a date when your application will be heard by the Council and you will be required to place two notices in the local newspaper before this date. The first publication of notice (advert) shall be made between 28 – 42 days before the date of the Council meeting. The second

- publication shall be not less than seven (7) or more than fourteen (14) days after the first publication.
- f) An Environmental Health officer will recommend to Council (sitting as the Licencing Authority) either for the licence to be granted or not. This recommendation will be done after considering the proposed business, location of the premises and the facilities provided there in.

Should the recommendation be to grant the licence it can either be conditional or unconditional. When its conditional you will be issued with a conditional enabling certificate detailing the conditions you need to fulfill before a specified date. Applicants are normally given 90 (ninety) days in which to attend to the conditions. Should an applicant fail to comply within the ninety day's he/she will be advised to cease operations and to start the application procedure after he / she has complied with the conditions. When there are no conditions attached to your being granted the licence an enabling certificate is issued.

The enabling certificate allows you to be given the shop licence after paying the prescribed shop licence fees.

The information given above is only for guideline purposes, for specific advice you are advised to contact your Environmental Health Officer or the Chamber Secretary.