

**APPLICATION TO CONDUCT A BUSINESS IN WELGEVONDEN ESTATE FROM A WELGEVONDEN ESTATE
RESIDENTIAL ERF**

(Version 9 June 2021)

GENERAL INFORMATION

Introduction

Permission to conduct a business from a residential erf in Welgevonden Estate is controlled by the following regulations:

- The Stellenbosch Municipality Zoning Scheme By-Law 2019
- Welgevonden Estate Rules

The Stellenbosch Municipality Zoning Scheme By-Law 2019

This by-law makes provision for certain additional uses of properties within “conventional residential zones” (such as Welgevonden Estate), apart from using the property as a “single dwelling house”. One of the additional uses the WHOA will consider granting permission for, subject to certain requirements, is “home occupation practice”.

Welgevonden Estate Rules

As far as conducting business activities on Welgevonden Estate goes, Section 9 of the Rules of the Welgevonden Homeowners’ Association reads as follows:

Business Activities

9.1. No person may conduct a business or practice a trade on or from a residential erf or residential sectional title property in the Township Area without the prior written permission of Excom on such conditions as it deems fit, and of the Stellenbosch Municipality.

9.2. If the applicant is not the owner of the residential erf or residential sectional title property concerned, the written consent of that owner for such an application must accompany the application to Excom and the Stellenbosch Municipality.

Purpose of this application form

This form must be completed by anyone who seeks to conduct a business or practice a trade on or from a residential erf in Welgevonden Estate. Upon completion, the form must be submitted to the Estate Manager who will deal with the application and inform the applicant of the outcome thereof.

APPLICATION FORM

1. Name of applicant: _____

2. Contact details:

2.1. E-mail address: _____

2.2. Cellphone: _____

3. Physical address where the business will be conducted:

4. Are you the owner of the property or do you rent the property? (Note: If renting, then please include written approval from your landlord to conduct the business.):

Owner	Tenant
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5. Do you live on the property while conducting the business?

Yes	No
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6. Description and nature of the business – please provide as much detail as possible. (Note: Short-term renting out of rooms or premises for periods of six months or less – for example tourist accommodation – falls within the scope of running a business):

7. Business hours/hours of business activities:

8. Number of employees: _____

9. Please indicate:

- 9.1. The anticipated number of **vehicles** that will enter the estate as a result of the proposed business:

Month	Total number of vehicle visits per month specific to the proposed business		
	Customers	Suppliers	Service Providers
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

- 9.2. The anticipated number of **people** that will enter the estate as a result of the proposed business:

Month	Total number of people visits per month specific to the proposed business		
	Customers	Suppliers	Service Providers
January			
February			
March			
April			
May			
June			

Month	Total number of people visits per month specific to the proposed business		
	Customers	Suppliers	Service Providers
July			
August			
September			
October			
November			
December			

10. How many off-street parking bays are available to the business on the property?

11. Will the business result in any form of:

Subject	Response (Circle the applicable answer)	
	Noise	Yes
If yes, please give full details:		
Liquid waste	Yes	No
If yes, please give full details:		
Solid waste	Yes	No
If yes, please give full details:		
Smoke, gases or vapours	Yes	No
If yes, please give full details:		
Other disturbances	Yes	No
If yes, please give full details:		
Danger to lives or property	Yes	No
If yes, please give full details:		

12. If relevant, please provide a detailed listing of input materials that will be used by the business, as well as a detailed description of the finished goods/services.

13. What potential risks does the business pose to the environment or the infrastructure of the estate (e.g. use of hazardous or flammable material.)?

14. Have there been recent complaints relating to nuisance or parking issues relating to the business? If so, please provide more information:

15. What effect will the business have on the residential character of the estate? Please elaborate.

16. In your opinion, would the business make a positive contribution to the public image and desirability of the estate and/or contribute to the quality of life for residents on the estate? Please elaborate.

17. In which way would other residents be aware of the activities of the business?

Signature: _____

Date: _____

GENERAL

The following must accompany the above application:

- Written approval from your landlord to conduct the business, if renting.
- Written comments from all surrounding neighbours who might be affected by die business.

Note: Estate management will take the response from neighbours into consideration when the application is considered. An all-round positive response from neighbours does not necessarily mean that the application will automatically be approved.

FOR OFFICIAL USE ONLY

A. Date application received: _____

B. Application received by: _____

C. Inspection and comments by Estate Manager:

Date: _____

D. Excom's comments (if applicable):

Date: _____

E. Decision:

Estate Manager: Welgevonden Estate

Date

Applicant informed on: _____ (date)

Applicant informed by: _____ (name)