



City of Johannesburg
Department of Development Planning

Metro Centre
158 Civic Boulevard
Braamfontein

PO Box 30733
Braamfontein
2017

Joburg Connect +27(0)11 375 5555
www.joburg.org.za

Spaza or House Shop Written Consent

Spaza / House Shop Written Consent

1. An owner of land that is required to submit a written consent application in terms of Clause 19 of the **City Of Johannesburg Land Use Scheme, 2018** for the purposes of establishing a spaza / house shop may submit such application in this format.
2. An application for spaza / house shop written consent as envisaged in subsection (1) above shall include the following:
 - a) Prescribed application fee. (Refer to fees schedule).
 - b) Covering letter addressed to: The Executive Director
Development Planning
PO Box 30733
Braamfontein
2017
 - c) Application Information – Form A.
 - d) **Original** Power of attorney (if applicable – Form B)
 - e) Company Resolution (if applicable – Form C)
 - f) A copy of the registered title deed for each erf that is included in the application. (1 copy)
 - g) A copy of the company closed corporation, should the or trust property be registered in favour of one of the above.
 - h) If the land is subject to a mortgage bond, full details of such bond holder as well as the bond holder's consent relevant to the application.
 - i) In developments governed by sectional title or Home Owners associations, approval of the relevant Body Corporate / Home Owners Association.
 - j) Comprehensive Motivating memorandum in support of the application. (1 copy)
 - k) Locality plan of the area. (1 copy)
 - l) Zoning and density zoning plan. (1 copy)
 - m) Land Use Plan. (1 copy)

- n) Information regarding the existing zoning.
- o) Information on the existing development and use on the land.
- p) Information on the proposed use on the land
- q) Proposed site plan, showing, *inter alia*, the location of the Spaza / House Shop on the site, or any other purposes relevant to the application. (1 copy)
- r) Undertaking to advertise – Form E2.
 - a. E2a - Letter Template
 - b. E2e - Letter Affidavit Template
- s) Subject to section 55(2) to (5) of the By-law, any other information deemed relevant to the application.

Form A – Application Information

APPLICABLE SCHEME:

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APPLICATION TYPE:

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APPLICATION PURPOSES:

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SITE DESCRIPTION:

Erf/Erven (stand) No(s):

Township (Suburb) Name:

Street Address: Code:

Title Deed Number:

OWNER:

Full name:

Postal Address: Code:

Tel No (w): Fax No:

Cell:

E-mail address:

SIGNED:

Signature of owner/s

DATE:

Form A – Application Information

AUTHORISED AGENT (IF APPLICABLE)

Full name:

Postal Address:Code:

Residential Address:

Tel No (w): Fax No:

Cell:

E-mail address:

The owner hereby elects the Authorised Agent of the Owner/s address to appear below as that to which all correspondence regarding this application shall be directed and, if having elected that of the Authorised Agent, acknowledges that correspondence addressed to such Agent shall be deemed to have been received by the Owner, notwithstanding that such correspondence may not have actually been brought to the Owner's notice.

SIGNED:
Signature of Agent

DATE:

If an AUTHORISED AGENT is submitting the application, please submit:

Special Power of Attorney (Form B)

OR – A letter of authorisation from the owner/s

IF THE OWNER IS A COMPANY

A company resolution authorising the agent is required (Form C)

SPECIAL POWER OF ATTORNEY

I, the undersigned
being the registered owner of
held under deed of transfer/certificate of consolidation title no.
do hereby nominate, constitute and appoint.....

.....
With power of Substitution to be my lawful representative in my name, place and
stead, to make application for
.....

In addition to applying for the Municipality's approval of and to make any other
necessary applications including any post decision processes with regard to
contributions, payment of park contributions and inclusionary housing requests and
further to represent me at any inquiry in relation to the abovementioned matters and
generally do whatever may be necessary or desirable to procure the consent of the
Council, and generally for effecting the purpose aforementioned, to do or cause to be
done whatsoever shall be requisite, as fully and effectually, for all intends and
purpose as I might or could do if personally present and acting herein-hereby
ratifying, allowing and confirming and promising and agreeing to ratify, allow and
confirm all and whatsoever my representative shall lawfully do or cause to be done,
by virtue of these present and whatever my said representative has to date done
herein.

SIGNED AT JOHANNESBURG ON THIS _____ **THE DAY OF** _____ **20** _____
in the presence of the undersigned witnesses.

SIGNED: _____

AS WITNESSES:

1. _____

2. _____

COMPANY RESOLUTION

RESOLUTION BY OWNERS / MEMBERS OF

.....
.....

RESOLVED THAT:

At a meeting held at _____ on this
_____ day _____ month for the _____ year.

1. An application be submitted to the City of Johannesburg Metropolitan
Municipality for the _____

2. _____
be and hereby authorised to sign all necessary documentation and papers to enable
the above application to be proceeded with.

Chairperson of the meeting

SIGNED: _____

AS WITNESSES:

1. _____

2. _____

UNDERTAKING TO ADVERTISE – SPAZA OR HOUSE SHOP

An application for spaza / house shop written consent shall comply with the following procedures:

- (a) A **letter** shall be dispatched in writing and by registered post, by hand or by any other means available to the neighbours along the street frontage of the subject erf and all other owners / occupants on the same subject erf, if applicable, informing the neighbours of the intent of the owner;
 - (aa) Full details of the application including, but not limited to, the street address, the name of the township, a clear erf description of the erf concerned and the nature and general purpose of the application with being applied for;
 - (bb) The date on which such application was submitted to the City and it shall reflect the name, postal address, telephone number, fax number and e-mail address of the person submitting the application; and
 - (cc) That any objection, comment or representation in regard thereto must be submitted timeously to both the City and the person mentioned in subsection (bb) above in writing by registered post, by hand, by facsimile or by e-mail within a period of 28 days from date of notification.
- (b) Proof of compliance with the above in the form of a written **affidavit** shall be submitted to the City within 14 days of expiry of the date contemplated above.

I hereby state that I intend to advertise this application on:

Date: _____

OWNER / AUTHORISED AGENT

Name: _____

Postal Address: _____ Code: _____

Residential Address: _____

Tel No (w): _____ Cell: _____ Fax No: _____

E-mail address: _____

SIGNED: _____

Signature of owner/s

DATE: _____

Form E2a – Letter Spaza / House Shop

Name and Address of _____

Adjoining owner / occupant _____

And / or interested party _____

Dear Sir/ Madam

DATE OF DISPATCHING / HAND DELIVERING THE LETTER

APPLICATION TYPE:

APPLICATION FOR SPAZA / HOUSE SHOP WRITTEN CONSENT

SITE DESCRIPTION:

Erf/Erven (stand) No(s):

Township (Suburb) Name:

Street Address: Code.....

APPLICATION PURPOSES:

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The above application, made in terms of the **City Of Johannesburg Land Use Scheme, 2018**, will be open for inspection from 08:00 to 15:30 at the Registration Counter, Department of Development Planning, Room 8100, 8th Floor A- Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Any objection or representation with regard to the application must be submitted to both the owner / agent and the Registration Section of the Department of Development Planning at the above address, or posted to P. O. Box 30733, Braamfontein, 2017, or a facsimile send to (011) 339 4000, or an e-mail send to ObjectionsPlanning@joburg.org.za, within a period of 14 days from the date of receipt of this letter.

Any objection/s not fully motivated as required in terms of Section 68 of The City of Johannesburg Municipal Planning By-Law, 2016, (Validity of Objections) may be deemed invalid and may be disregarded during the assessment of the application.

A proposed building plan/site plan that clearly shows the relevant building lines to be relaxed, with the necessary elevations where applicable has been included in this letter.

Details of OWNER / AUTHORISED AGENT

Full Name:

Postal Address: Code:

Residential Address:

Tel No (w): Cell: Fax No:

E-mail address:

SIGNED:
Signature of Agent

DISPATCHING OF LETTERS - AFFIDAVIT

I, (Name) of

SITE DESCRIPTION:

Erf/Erven (stand) No(s):

Township (Suburb) Name:

Street Address: Code.....

make oath and say that:

1. On (Date of letters)
I posted / hand delivered / e-mailed or
in a letter to the properties listed on this form.

So as to inform the owner/s and /or occupant/s of my intention to apply to the Council
for its consent for relaxation of the following building/s line on the abovementioned
property.

a.

b.

.....
Applicant's Signature

Signed and sworn to, before met at
(Name of town/city) this Day of 20

I certify that the Deponent has acknowledged that he/she knows and understands the
contents of this affidavit.

.....
Commissioner of Oaths

List of Property Owner/s / occupant/s notified:

Property:

.....

Address / Signature and contact details if hand delivered:

.....

.....

Property:

.....

Address / Signature and contact details if hand delivered:

.....

.....

Property:

.....

Address / Signature and contact details if hand delivered:

.....

.....

List of Property Owner/s / occupant/s notified: (continue)

Property:

.....

Address / Signature and contact details if hand delivered:

.....

.....

Property:

.....

Address / Signature and contact details if hand delivered:

.....

.....

Property:

.....

Address / Signature and contact details if hand delivered:

.....

.....

List of Property Owner/s / occupant/s notified: (continue)

Property:

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Address / Signature and contact details if hand delivered:

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Property:

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Address / Signature and contact details if hand delivered:

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Property:

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Address / Signature and contact details if hand delivered:

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