

## APPLICATION FORM FOR MUNICIPAL PROPERTY

**The following application form consist of 3 pages (9 sections) and must be fully completed. If there is a section that is not applicable, indicate "not applicable".**

**A)**

Information of applicant (to whom correspondence will be sent):			
Date of application:			
Contact Person:			
Entity of applicant (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)			
Address:			
Postal address			
Contact Number:		Email	

**B)**

Is the Application for: (mark with an "x")	Is the application for: (indicate with "yes" or "no")	Description of land applied for (erf number or location or street number or name of building)
Vacant Municipal Land	Renting?	
	Buying?	
Municipal land with occupied buildings on and/or with available space	Renting?	
	Buying?	

**C)**

Short description of proposed plan for the applied municipal land (you may attach additional information to this document)

**D)**

What municipal services is needed for the business at the Municipal land? (mark with an "x")	
Electrical connection	
Water	
Sewage	

**E)**

How will the proposed project on the municipal land be funded? (mark with an "x")	Describe indicated funding
100% own funding	
Partially funded	
No funds available	

F)

Business information (mark with an "x")		
Current established business/company?	Yes	No
Start-up business/company	Yes	No
No business/company	Yes	No

G)

Current established business/company/co-operative/NGO	
How many years have the business/entity been operational?	
What is the monthly income of the business/entity? (before expenditure)	
What is the total monthly expenditure?	
Provide a short overview of the monthly expenditure items	
How many employees work in the business /entity?	
How many clients or contracts do you service or sell products to per month?	

H)

The following documents must be attached to the application if the applicant is a Company, Sole Proprietor, Partnership, Co-operative or a NGO		
Business registration &/or tax clearance certificate	Is this document attached?	Yes/No
The following documents must be attached by all applicants		
Certified copy of ID (all applicants)	Is this document attached?	Yes/No
Business plan (all applicants)	Is this document attached?	Yes/No

I)

Requirements for content of the business plan (all sections must be included)		
Name of business or individual & contact information	Is this included in the business plan?	Yes/No
Description of business (if applicant is a business/entity) - Type of business, goals of the business/entity - Product/service that the business/entity offer	Is this included in the business plan?	Yes/No
Client base (if applicant is a business/entity) - Overview of the contracts or clients that are you servicing (target market)	Is this included in the business plan?	Yes/No
Management - Experience of the owner/applicant - Qualifications or training received	Is this included in the business plan?	Yes/No
Overview of Project plan for the municipal land - Erf number or street number - What the plan entail& who the target market or clients will be - How will the applicant & community benefit& how many jobs can be created - Research conducted to determine viability of proposed project plan - Budget for the proposed project plan - Overview of funding: comprehensive description of how plan will be funded	Is this included in the business plan?	Yes/No
Management experience - Experience in the proposed project - Any training received in the field of the proposed project	Is this included in the business plan?	Yes/No

- Note that the selling of alcohol from municipal property is prohibited

Please submit the completed form at the archives department at 50 Voortrekker Street, Ceres, 6835 or e-mail it to [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za)

FULL NAME IN BLOCK LETTERS

SIGNATURE

DATE

Administration section only:

	Community services: Disaster Management	Community services: LED Department	Community services: Housing	Technical Dept: Streets and stormwater	Technical Dept: Town Planning	Technical Dept: Sewage& water	Technical Dept: Electrical
Date received:							
Date inputs submitted:							