



## APPLICATION TO CONDUCT A BUSINESS FROM HOME

FOR OFFICE USE:

Non-refundable Administration Fee - R900	HOA Business Registration Number:
Receipt Number:	Date:

Name of Registered Owner of Property:
Stand Number:
Street Address:
Telephone Number      Home:
Cell:
Email:
Website:
Name of Business:
Name of Natural Person Conducting the Business:
Type of Business:
Number of Employees:
Approximate number of Clients to Visit the Premises Per Day:
The following documentation must be submitted with the completed application form:
1. A site plan showing the on-site parking area for employees and clients
2. Detailed drawings of the premises to be used by the home business in relation to the rest of the house (the total area to be used by the home business to be indicated on the drawings)

3. Residents adjacent to and directly across the street from the home business need to confirm in writing that they either have or do not have concerns to lodge with the SLHOA regarding the establishment of the home business. The following format or a similar rendition should be used and is obtainable in printable format from the Silver Lakes Website or via e-mailed request to info@silverlakes.co.za

Date: _____
RE: HOME BUSINESS APPLICATION - STAND _____
Type of Business: _____
Operating Hours: _____
Days of Week when business will be operating: _____
I, ..... the undersigned being the registered owner of Stand _____, Street Address _____, Silver Lakes have / do not have ( <b>scratch which is not applicable</b> ) concerns to lodge regarding the establishment of a home business on the abovementioned stand.
Regards
_____ NAME OF OWNER

**Please contact City of Tshwane prior to submitting this application to determine whether it will be necessary to obtain their approval to run a home business and if necessary, attach approval.**

**Extract from The Rules as amended at a CGM held on 18 November 2013:**

**5.11 CONDITIONS WITH REGARD TO HOME OFFICES**

- 5.11.1 No business or any part thereof shall be conducted from a Unit without the prior written consent of the Association and provided further that all conditions of the relevant town planning scheme and/or title deed have been complied with.
- 5.11.2 Any Members and/or tenants wishing to conduct any business from home shall complete the prescribed form and submit same to the Association for approval.
- 5.11.3 Any such business operation shall comply with the criteria and conditions specified by the Association regarding such approved business (as amended from time to time), and any applicable local authority bylaws and regulations.
- 5.11.4 The total floor space utilised in respect of such home office in a Unit shall not exceed 60m<sup>2</sup> (sixty square metres) in total.
- 5.11.5 The Member and/or tenant conducting a business from a home office may not employ more than two employees.
- 5.11.6 Vehicles of both employees and visitors to the home office shall be accommodated on the premises and shall not be allowed to park on the sidewalks and/or in the street and/or on private property.
- 5.11.7 In the event of failure to comply with the above provisions and, in particular any criteria and condition specified by the Association, the Association will instruct the Member and/or tenant concerned to cease the business operations from home. Failure to comply with such instruction will result in the imposing of penalties by the Association.

**Criteria and conditions applicable to home businesses:**

- i. A maximum of two bona fide occupants may conduct a business from their home.
- ii. The storage, display or exhibition of goods/services will only be allowed in the area demarcated on the drawings for the home business and may not be visible from any point outside of the premises.
- iii. Delivery of goods for the business may only take place between 08:00 and 17:00 (Monday to Friday).
- iv. **The following business activities will not be considered or allowed:**
  - Any form of light industry or manufacturing enterprise
  - Bakery
  - Bank agency
  - Blasting contractors

- Building society
  - Butchery and/or meat processing enterprise
  - Call centre/radio control/telephone exchange
  - Car wash bay
  - Crèches/Place of Child Care (except where a maximum of six (6) pre-school children are cared for):  
Provided that -
    - the health and safety requirements of the Municipality shall be complied with;
    - no activities shall be held on weekdays after 17:30, or on Saturdays, Sundays or public holidays;
    - an acoustically-acceptable screen wall of at least 1,8 m high, shall be erected on the property boundary, where the play area abuts the living-room(s) of an adjoining Unit, to the satisfaction of the HOA;
  - Escort agency
  - Funeral undertaking
  - Kennels
  - Micro-lender
  - Packaging and/or cartage contractor
  - Panel beater / spray painter
  - Parcel delivery service
  - Pet salon
  - Place of amusement/refreshment
  - School / place of instruction for more than 6 persons
  - Seafood supply/wholesaler/fish fryer
  - Shooting range
  - Shops or retail industries
  - Spaza shops
  - Taxi business
  - Towing service institution
  - Transport depot
  - Travel agency
  - Vehicle sale/hiring showroom or office
  - Vehicle workshop
  - Veterinary clinic
  - Visitors information bureau
- v. The home business must not generate excessive traffic. No disturbance or pollution through noise, smell, dust, radio-activity, gases or vibrations or other offensive condition, which results in inconvenience to the public, is permitted.
- vi. Should the Association grant its approval to the home business, the Association reserves its right to withdraw the approval should it become necessary.
- vii. The Association will only consider approving the application if there are no material concerns from adjacent residents as provided for in point 3 above and City of Tshwane has not prohibited the proposed business as a from home business.
- viii. Home businesses need to renew the HOA approval to run a business from home on an annual basis.

I, as the authorised representative of this business, agree to abide by the Rules of the Association as well as the criteria and conditions listed above (as amended from time to time).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED <input type="checkbox"/> ..... For Silver Lakes Homeowners Association NPC	REJECTED <input type="checkbox"/> ..... Date
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We are committed to protecting your privacy ensuring that your Personal Information is collected and used properly, lawfully, and openly for the following purpose: Application to Conduct a Business from Home  
 We confirm that your Personal Information collected will be used and disposed of as is required by the Protection of Personal Information Act No. 4 of 2013 (POPI Act).