

PLEASE NOTE THAT THE SUBMISSION OF THIS FORM AND THE ACCEPTANCE THEREOF BY AN OFFICIAL OF THE MUNICIPALITY DOES NOT ENTITLE THE APPLICANT TO OCCUPY THE PROPERTY APPLIED FOR NOR DOES IT CREATE ANY LEGITIMATE EXPECTATION THAT THE PROPERTY WILL BE LEASED TO THE APPLICANT

**APPLICATION FOR OFFICE/WORKSHOP SPACE**

Name of Applicant(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Identity Number: \_\_\_\_\_ Date of application: \_\_\_\_\_

Company Reg No: \_\_\_\_\_

Contact No: \_\_\_\_\_

E-mail Address : \_\_\_\_\_

An application is herein made to **lease** from the Municipality the following property:  
\_\_\_\_\_ (please specify unit size)

\_\_\_\_\_

I intend to use the property for purposes of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Please attach company profile/proposal)

**Documents required**

The following documents must accompany the application:

1. Correctly filled application form
2. Business Plan.
3. Company registration documents
4. Proof of Residence
5. Recently certified copy of identity document.
6. Valid Trading /business Permit
7. Approval by the relevant authority in terms of an activity requiring such approval e.g. certificate of acceptability in case of food traders.
8. Letter from the councillor or trade references

***NB: FAILURE TO ATTACH ALL REQUIRED DOCUMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION.***