

**ETHEKWINI MUNICIPALITY
ETHEKWINI BUSINESS LICENSING AUTHORITY**

EVENT NAME	
EVENT VENUE	
EVENT DATE	

PLEASE NOTE THE FOLLOWING

- All event applications to be submitted **ONE MONTH PRIOR** to the event.
- **NO LATE** applications will be considered.
- All event applications will be sent to **TOWN PLANNING & EVENTS OFFICE** first for zoning determination.

	REQUIRED DOCUMENTATION	TICK
1	Completed Application Form with <u>correct event venue address</u>	
2	Consent Letter <ul style="list-style-type: none"> a. From the land owner to the organiser b. From the organiser to the stall holder / trader c. Letter from the organiser detailing the event 	
3	ID Copy of stallholders or those participating in the event	
4	Close Corporation, Certificate of Incorporation and Directors or members details.	
5	Proxy letter when applying on behalf of a CC or a Company & ID copy of person receiving proxy.	
6	Event Management Plan	
7	<p><u>Payment Options ></u></p> <ul style="list-style-type: none"> 1. Pay a <u>direct cash</u> fee at our Licensing Offices (once –off payment) OR 2. Pay via <u>EFT</u> <p>Banking Details for EFT Payment (Only) <u>NEDBANK</u></p> <ul style="list-style-type: none"> • Account Name : Ethekwini Municipality Agents Deposit • Type of Account : Current • Account Number : 1107821118 • Branch : Corporate Client Service Jhb • Branch Code : 198765 • Ref No. 200 9901 0000 <p style="text-align: right;">AMOUNT: <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/></p>	