



NDLAMBE MUNICIPALITY

PORT ALFRED

Causeway
P O Box 13
Port Alfred
6170

Phone: (046) 624 1140
Fax: (046) 624 2669
portalfred@ndlambe.co.za
http://www.ndlambe.co.za

APPLICATION FOR BUSINESS / HAWKER'S LICENCE July 2011 – June 2012

Receipt No:

Amount paid:

Please note:

- A separate application is required for each business
- A certified copy of your ID / Passport or any other form of legal and valid identification **MUST** be attached

Herewith I make an application to the Council for a BUSINESS / HAWKERS LICENCE (please circle the category you are applying for) to enable me to trade as: (please tick)

- Catering
- General Dealer
- Spaza Shop
- Supermarket/Wholesales / Butcheries
- Hawker
- Coffee Shop
- Hair Salon
- Take-Away
- Funeral Parlour
- Food vendors in caravans / carts or similar
- Restaurants / B & B's / Hotels
- Other (Please specify) _____

APPLICATION:

- New (never had a licence)
- Renewal (expired – valid from June 2011 – June 2012)
- Transfer of owner (new details and application needed)

Business Name _____ Name of Applicant _____

Business address _____ **Postal Address** _____
 _____ P O Box _____
 _____ Postal Code _____ Postal Code _____

Erf number of business premises: _____ **Compulsory** (printed on your Water & Lights account)

Business Phone Number _____ Email address _____

Business Fax Number _____ Mobile _____

Residential address of the person in charge (manager / owner / supervisor)

 _____ Code: _____

Type of goods sold/services rendered or activities undertaken: (E.g. Food / jewellery / clothing / meat / groceries etc.)

Full name, address and telephone number of the **OWNER OF THE BUILDING** (if you are not the owner):

Signature of applicant _____ Date _____

ADDITIONAL information for HAWKER LICENCE APPLICANTS only

State number of people employed as agents _____ Type (vehicle, trailer, caravan, stand) _____ Vehicle / Trailer Registration number _____



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APPLICATION FOR A CERTIFICATE OF ACCEPTABILITY (COA) FOR FOOD PREMISES

DETAILS OF THE PERSON IN CHARGE

Name and surname (of the person in whose name the Certificate of Acceptability must be issued)	ID Number / Passport Number
_____	_____

PARTICULARS OF FOOD PREMISES

Name of food premises _____

Erf No _____ **Compulsory**

Type of food premises and address (building, vehicle, stall on the pavement, caravan etc.) _____

Address where the food premises can be inspected (if different from business address) _____

If the following **are not** situated at the food premises, please insert the address or describe the location thereof:

- | | Address |
|---|---------|
| a) Sanitary (Latrine) facilities | |
| b) Cleaning facilities (wash basins etc.) | |
| c) Hand washing facilities | |
| d) Storage facilities for food/facilities | |
| e) Preparation premises | |

FOOD CATEGORY

List and describe (short description) the food or the nature or type of food involved (Groceries, Take-Aways, Meat etc)

NATURE OF HANDLING

List and describe what your activities will entail (e.g. packing, baking, cooking, processing etc.) _____

STAFF

Number of people employed or to be employed Men _____ Women _____ Total _____

PARTICULARS OF APPLICANT

Name _____ Postal Address _____

Surname _____

Capacity (e.g. owner, manager) _____ Code _____

Tel No _____

Fax No _____

Cell _____

Email _____

Signature _____

Date _____

I declare that these details are true and correct.



NDLAMBE MUNICIPALITY: COMMUNITY/PROTECTION SERVICES

ENVIRONMENTAL HEALTH SERVICES

P O BOX 13
PORT ALFRED
6170

PORT ALFRED TOWN CLINIC
CAUSEWAY

TEL: 046 604 2750
FAX: 046 604 2702

CODE OF PRACTICE FOR FOOD PREMISES

General requirements for food premises as published under the Government Notice No. R918 of 30 July 1999, Regulations governing general hygiene requirements for food premises and transport of food including manufacture, storage and sale of foodstuffs.

A. PREMISES (BASIC REQUIREMENTS)

1. Ventilation and lighting to be in accordance with the National Building Regulations and Council By-Laws.
2. The kitchen shall have a floor area suitable in size for the proposed trade with a minimum width of 2m at any point. The kitchen floor area for on-consumption restaurants shall be determined by the number of seats provided in the dining area.
3. A suitable and adequate storeroom must be provided.
4. The minimum ceiling height of every room shall be 2.4m from floor level.
5. The entire premises must be suitably rodent proofed. This will include affixing a 230mm (in height) strip of metal flashing across the bottom of all external doors and relative frames.
6. The kitchen shall be provided with an adequate, constant and wholesome supply of hot and cold running water.
7. Adequate and suitable change rooms/or lockers for use by employees must be provided.
8. Adequate toilet facilities for use by staff and patrons must be provided in terms of the Government Notice no. R918, Regulation 5 (3) (d) (i). See attached Annexure C for more information.

B. FINISHES (WALL & FLOORS)

1. The walls of the preparation and scullery areas must be suitably tiled or covered with an approved impervious material to a height of not less than 2m measured from the floor.
2. Floors shall be constructed of concrete or other impervious material and rendered to a smooth finish.
3. All electrical conducting and water pipes must be chased into the walls.
4. All rooms must have a smooth ceiling to adequately prevent the entry of dust from above.

C. EQUIPMENT

1. A double bowl stainless steel sink and wash basin must be provided. Depending on the type and size of operation, an additional deep bowl pot washing sink may also be required.
2. Wash hand basins supplied with wholesome, constant supply of hot and cold running water (with a minimum of one wash hand basin for every fifteen (15) persons employed) must be provided.
3. All working surfaces to be constructed of stainless steel or other similar non-absorbent material.
4. All cooking must be carried out under extraction canopies fitted with suitable filters.
5. Suitable facilities capable of maintaining a temperature of less than 7 °C or more than 63 °C for the storage and/or display of foodstuffs liable to decomposition or deterioration at ordinary/ambient temperatures must be provided (i.e. refrigeration/food warmers).

D. GENERAL

1. No incompatible operation/activity will be allowed within the food handling area.
2. An adequate supply of soap or cleansing agent, nailbrushes and disposable paper towels with a separate container for storage of used towels will be required.
3. A sufficient number of covered refuse receptacles which should be kept in an enclosed or screened yard, will be required. These refuse receptacles must comply with the Municipal By-Laws relating to Solid Waste Disposal.
4. No part of the food handling premise shall be used as living quarters or for sleeping purposes.
5. Suitable, clean, light coloured protective clothing must be provided and worn by all employees whilst on duty.
6. The premises must comply with the Tobacco Products Control Amendment Act 2002 (Act 112 of 1999).
7. A Certificate of Acceptability must be obtained in terms of Section 3 (3) of Regulation R918 – Regulation Governing General Hygiene Requirements.
8. Ensure compliance with Ndlambe Municipality Town Planning Scheme.

NB: Applicants are urged to contact the Environmental Health Services before commencement/opening of business to ensure compliance with the Department's requirements and thereby avoid potentially costly remedial measures.

Yours truly

MRS L MVUNELWA
DIRECTOR : COMMUNITY / PROTECTION SERVICES

ANNEXURE C
[Regulation 5 (3) (d) (i)]

SANITARY CONVENIENCES

Population: The number of staff members and the maximum number of customers for whom provision is made to consume food on any premises at any one time	Number of sanitary conveniences to be installed in relation to the population as given in the first column				
For a population up to	Men			Women	
	Latrines	Urinal stalls*	Hand washbasins	Latrines	Hand washbasins
10	1	1	1	1	1
20	1	2	2	2	2
40	2	3	2	3	3
60	3	3	2	4	4
80	4	4	3	6	5
100	4	4	3	8	6
120	5	5	4	9	7
140	5	5	4	10	8
180	5	6	5	11	8
	Add 1 latrine, 1 hand washbasin and 1 urinal for every 70 persons in excess of 180 persons			Add 1 latrine and 1 hand washbasin for every 35 persons in excess of 180 persons	

*Urinal stall: A single urinal basin or a urinal trough at least 60cm in length.

ANNEXURE D
[Regulation 8 (4)]

FOOD TEMPERATURES

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Category 2	Type of food	Required core temperature of food products that are stored or transported or displayed for sale
Frozen products	Ice cream and sorbet, excluding sorbet which is used for soft serve purposes	-18 °C
	Any other food which is marketed as a frozen product	-12 °C
Chilled products	Raw unpreserved fish, molluscs, crustaceans, edible offal, poultry meat and milk	+ 4 °C
	Any other perishable food that must be kept chilled to prevent spoilage	+7 °C
Heated products	Any perishable food not kept frozen or chilled	>/+65 °C