WHO ISSUES PERMITS FOR INFORMAL TRADERS?


WHERE CAN I GET AN APPLICATION FORM?

Anyone can apply for an informal trading bay by completing the online application form. You can access the form on the City’s e-Services portal at [http://bit.do/ezNAK](http://bit.do/ezNAK).


Once registered as a business partner, you can check which bays are advertised and apply for them by simply completing the short online questionnaire and uploading the relevant documents. If you have any difficulty in applying online, feel free to contact your informal trading association or informal trading area coordinator for assistance with registering as a business partner, completing your application form and uploading the relevant documents. Successful applicants will be invited to meet with the informal trading area coordinator who will verify the information on the questionnaire, as well as the documentation, before sending the application for approval by the City’s management team.

For assistance, contact the Area Economic Development Branch
Email: informal.economy@capetown.gov.za.
03 CAN I MAKE ADVANCE PAYMENTS?

When paying for your next permit, you are welcome to inform the cashier if you would like to pay in advance. Be sure to confirm the number of months you would like to pay in advance.

04 WHAT HAPPENS IF MY ACCOUNT IS IN ARREARS?

All traders who are in arrears with their permit payments will receive automated SMS reminders to bring their accounts up to date. Traders who remain in arrears for two months will have their permits automatically soft-revoked. This means that those traders will need to contact the informal trading area coordinator to have their permit re-instated.

Traders who remain in arrears for six months will have their permit hard-revoked, which means they will no longer be able to trade in City bays. The vacant bays will then be advertised to new traders.

05 WHO QUALIFIES FOR AN INFORMAL TRADING PERMIT?

Anyone who is unemployed qualifies for an informal trading permit. As a South African citizen, all you need is your ID. If you are a foreign national, you will need to provide proof of your legal status in South Africa.

06 HOW MUCH DOES A PERMIT COST?

Tariffs range from **R69 - R1500 per month**, depending on location and demand. Please note that these tariffs are reviewed annually in July.

For more information, please email: informal.economy@capetown.gov.za.
WHAT IS AN INFORMAL TRADING PLAN?

This is an overall plan of informal trading activities for a specific area. The plan indicates which areas require trading permits, as well as other ‘free trade’ areas where informal trading can take place without permits, but must still comply with City by-laws. For more information, please contact the Area Economic Development Branch, at informal.economy@capetown.gov.za.

HOW LONG DOES IT TAKE TO GET A PERMIT?

The turn-around time is approximately 10 working days from the date of the online application.

WHERE CAN I FIND OUT ABOUT AVAILABLE TRADING BAYS?

The available trading bays will be advertised on the City’s e-Services portal at http://bit.do/ezNAK.

For more information, please contact Area Economic Development at informal.economy@capetown.gov.za.
10 HOW BIG ARE THE TRADING BAYS?

The trading bay sizes are determined by the trading plan process. Sizes depend on the type of commodity and what the trading area can accommodate. Trading structures must comply with City by-laws and be removed at the end of the day’s trading.

11 ARE THERE STORAGE AND TOILET FACILITIES AT THE BAYS?

Storage facilities vary according to each area. The City generally does not provide storage facilities so you need to provide your own. Trading sites are usually located near public toilets. If not, you need to make your own arrangements.

12 WHAT DO I NEED TO RUN A SPAZA SHOP?

Spaza shops are subject to health regulations regarding noise, smells, fumes, household refuse, sewage and wastewater disposal. The City’s Environmental Health Department can provide information on what is necessary to run a spaza in your area. Find out more on the department at http://bit.do/ezNMd.

For more information, please contact Colleen Heldsinger at 021 400 6513 or Colleen.Heldsinger@capetown.gov.za.
**13 HOW DO I APPLY FOR A BEACH TRADING PERMIT?**

Beach trading permits are issued on a 3-yearly basis by the City’s Recreation and Parks Department. You need to work at least six days a week, and hold a valid South African ID. Permits are issued for up to three years. Find out more at [http://bit.do/ezNWS](http://bit.do/ezNWS).

For more information, please contact Nadia Oppelt at 021 400 2013 or nadia.oppelt@capetown.gov.za.

Access the online application form in the document download section at [http://cct.gov.za/vv0iV](http://cct.gov.za/vv0iV)

**14 HOW DO I APPLY TO TRADE AT WEEKEND OR NIGHT MARKETS?**

For each market in Cape Town, an event permit is granted to the market manager who is responsible for allocating trading permits for the specific event. You will need to contact the relevant market manager directly.
DO I NEED A PERMIT TO RUN A HOME BASED BUSINESS?

Yes, you need a permit.

For more information, please contact Colleen Heldsinger at 021 400 6513 or Colleen.Heldsinger@capetown.gov.za

HOW DO I APPLY FOR A BUSKING/PUBLIC ART LICENCE?

To apply for a busking or public art licence you can contact the Arts and Culture Department.

For more information, please contact 021 444 7695 or arts.culture@capetown.gov.za.

Please see link below to view the Public Art and Busking Guidelines: http://bit.do/ezNXV

DO I NEED A PERMIT TO RUN A HAIRDRESSING SALON OR BARBER SHOP?

Yes, you need a permit.

For more information, please contact Colleen Heldsinger at 021 400 1342 or Colleen.Heldsinger@capetown.gov.za
DO I NEED A PERMIT FOR LIGHT MANUFACTURING?

Yes, you will need a certificate of acceptability. Please refer to the City’s Environmental Health guidelines.

WHAT DO I NEED TO PREPARE AND SELL FOOD?

Food safety is very important in the interest of public health. You will need a business licence and a certificate of acceptability. Find out how to apply at http://bit.do/ezNYr.

For more information, please visit your nearest Environmental Health Office or contact Colleen Heldsinger at 0860 103 089 or Colleen.Heldsinger@capetown.gov.za

Find out about the Environmental Health Office at http://bit.do/ezN2K.
20 DO I NEED A PERMIT TO RUN A MASSAGE SERVICE?

Yes, you will need a business licence and a certificate of acceptability. Find out more about applying for a certificate of acceptability at http://bit.do/ezNYr.

For more information, please contact Colleen Heldsinger at 021 400 6513 or Colleen.Heldsinger@capetown.gov.za

21 HOW DO I APPLY FOR A LIQUOR LICENCE?

Liquor trading is strictly controlled and licences are issued by the Western Cape Government Liquor Authority. Licences can be applied for by yourself or via a lawyer. The City’s Liquor Enforcement and Compliance Unit ensures that liquor traders comply with rules and regulations. Find out more at http://bit.do/ezNZ8.

For more information, please contact Law Enforcement at 021 596 1999 or lawenforcement@capetown.gov.za or contact the City’s Health Department.

Find more on the Health Department at http://bit.do/ezN2K.

22 HOW DO I GO ABOUT LEASING CITY COUNCIL LAND?

The Planning and Building Development Department regulates land use and building development in Cape Town.

Find out more about leasing or buying land and registering on the Improved Property Database at http://bit.do/ezN3b.

You can also contact 021 400 3826.
DO I NEED TO BELONG TO A TRADERS’ ASSOCIATION?

No, but it helps to be part of an association that can negotiate on your behalf.

WHO DO I CONTACT REGARDING TRADING COMPLAINTS?

The City’s Law Enforcement Unit enforces the policy and by-laws. It also polices illegal trade (such as at traffic intersections, the sale of counterfeit goods and the illegal placement of shipping containers). Find out more on the law enforcement unit at [http://www.capetown.gov.za/safetyandsecurity](http://www.capetown.gov.za/safetyandsecurity).

For more information, contact law enforcement on 021 480 7700 or lawenforcement@capetown.gov.za.

WHERE CAN I GET ADVICE?

The small business support unit provides a one-stop shop that helps informal traders network with over 90 business development organisations. It also provides advice on City procedures, connects traders to the right City officials, helps resolve bottlenecks and provides guidance on funding.

For more information, please contact the City of Cape Town’s Call Centre at 021 417 4043 or business.support@capetown.gov.za.
26 HOW DO I DO BUSINESS WITH THE CITY?

The City buys goods or services through its Supply Chain Management Department. In order to do business with the City, you first need to register on the supplier database. Find out more on the Supply Chain Management Department at [http://www.capetown.gov.za/SCM](http://www.capetown.gov.za/SCM).

For more information with regard to applying as a City supplier, please contact Bertie van Niekerk at 021 400 9250/9244 or Bertie.vanniekerk@capetown.gov.za.

To view information about tenders, please contact Maureen Whare on 021 400 4413 or maureen.whare@capetown.gov.za or find out more at [http://cct.gov.za/eXhu9](http://cct.gov.za/eXhu9).

27 WHERE CAN I FIND TOURISM SUPPORT?

The Area Economic Development Branch offers support to the tourism sector.

For more information, please visit [http://www.capetown.gov.za/tourism](http://www.capetown.gov.za/tourism) or tourism1@capetown.gov.za.

28 WHAT ARE THE DUTIES OF LAW ENFORCEMENT?

A trading business that poses a nuisance or threat to public health, safety or to Council property could end up losing its permit.

For more information on trading rules and regulations, contact Law Enforcement on 021 596 1999 or lawenforcement@capetown.gov.za.