BIBLIOGRAPHY


*BIBLIOGRAPHY*


Muller, J, 1999. SA kantoorhuur begin res van wêreld inhaal. Finansies & Tegniek. 27 Augustus: 38.


http://trochim.human.cornell.edu/kb/kbhome.html


APPENDIX A

PRELIMINARY QUESTIONNAIRE
Dear Entrepreneur,

The following questionnaire is seen as a preliminary questionnaire to finalise the research questionnaire on residential-based businesses. We will appreciate it if you would complete it as thoroughly as possible. All information will be treated as confidential and will only be used for academic purposes.

Thank you,

Tienie Ehlers
University of Pretoria

Instructions for completion:

1. Please answer all questions in Section A by writing in the spaces provided.

SECTION A

Question 1:

What specific business are you currently operating and where?

Question 2:

Indicate what factors were reasons for operating your business from home / residential property.
Question 3:

Were your business previously situated in a shopping centre/shopping mall/city centre/office block? If so, indicate where and for how long.

........................................................................................................
........................................................................................................

Question 4:

If your answer for Question 3 was affirmative, what influenced your decision to move to a residential-based business?

Management: ........................................................................................................
Landlords: ........................................................................................................
Rules/regulations: .................................................................................................
Rental: ..................................................................................................................
Other: ....................................................................................................................

........................................................................................................

Question 5:

If applicable, how are your growth figures (sales/customers) comparing now with your growth in the shopping centre/mall/office etc.?

........................................................................................................

........................................................................................................

Question 6:

How does the local authority’s rules and regulations influence your residential-based business? (positive/negative and why?)

Positive: ..............................................................................................................
Negative: .............................................................................................................
Question 7:

What specific rules and regulations of the local authority do you not agree with and how would you change them?

.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

Question 8:

Are you satisfied with the well being of your business being located at a residential property? If yes / no - why?

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.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

Question 9:

What benefits have you derived from this location-decision?

.................................................................................................................................
.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

Question 10:

What disadvantages are you experiencing from this location-decision?

.................................................................................................................................
.................................................................................................................................
.................................................................................................................................

THANK YOU VERY MUCH FOR YOUR CO-OPERATION IN COMPLETING THIS SURVEY.
APPENDIX B

QUESTIONNAIRE
Dear Owner / Manager,

The following questionnaire is part of an extensive research study undertaken to investigate the phenomenon of residential-based business as alternative location for small business enterprises. It will be appreciated if you would complete it as thoroughly as possible. All information will be treated as confidential and will only be used for academic purposes.

Thank you very much,

Tienie Ehlers
Department of Business Management
University of Pretoria
Tel: 082 322 2289

Instructions for completion:

1. Please answer all questions regarding your business as honest and objective as possible.
2. Place a tick or a cross in the space provided which reflects your answer the most accurately with each of the questions.
3. Where asked for comments or to specify, please keep these as briefly, but yet thoroughly, as possible.

SECTION A
Biographical information

1. Sex

   1.1 Male
   1.2 Female

2. Age

   2.1 -19
   2.2 20 - 29
   2.3 30 - 39
   2.4 40 - 49
   2.5 50 - above
3. **Highest educational qualification?**  
(If certificate, diploma or degree, please state field of specialisation)

4. **Your position in the business?**

   4.1 Owner
   4.2 Manager
   4.3 Owner & Manager
   4.4 Other (Specify)

5. **Form of residential-based business?**

   5.1 Sole Proprietor
   5.2 Partnership
   5.3 Close corporation
   5.4 Private company
   5.5 Public company
   5.6 Other (specify)

6. **In what sector (choose only ONE) according to the Standard Industrial Classification would you classify your residential-based business?**

   6.1 Agriculture
   6.2 Mining and quarrying
   6.3 Manufacturing
   6.4 Electricity, gas and water
   6.5 Construction
   6.6 Retail and motor trade and repair services
   6.7 Wholesale trade, commercial agents and allied services
   6.8 Catering, accommodation and other trade
   6.9 Transport, storage and communications
   6.10 Finance and business services
   6.11 Community, social and personal services
   6.12 Other (specify)
7. In your own words, describe what kind of small business you are operating?

........................................................................................................................................ v8

8. Your amount of total full-time employees is:

| 8.1 20 or more | 11 |
| 8.2 15 - 19 | |
| 8.3 10 - 14 | |
| 8.4 5 - 9 | |
| 8.5 1 - 4 | v9 |

9. Your total annual turnover is:

| 9.1 Less than R150 000 | 12 |
| 9.2 R150 001 - R500 000 | |
| 9.3 R500 001 - R1 000 000 | |
| 9.4 R1 000 001 - R2 000 000 | |
| 9.5 R2 000 001 or more | v10 |

SECTION C
Location characteristics:

10. Do you own or rent the current property where doing business?

| 10.1 Own | v11 |
| 10.2 Rent | |

11. Has the property been rezoned for business purposes?

| 11.1 Yes | v12 |
| 11.2 No | |

12. Before your current location of your business, where were you previously located?

| 12.1 Nowhere – started business from home | v13 |
| 12.2 Shopping mall | |
| 12.3 Shopping centre | |
| 12.4 Office block | |
| 12.5 Suburban shopping centre | |
| 12.6 Other (specify) | |

.................................................
Please indicate (on a 5 point scale) to what extent the factors below might have been REASONS / ADVANTAGES for operating from a “residential” property. Please mark every statement whether it applies or not.

<table>
<thead>
<tr>
<th>Factor</th>
<th>None at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Very much</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1 Much more cost-effective at home</td>
<td>v14</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>13.2 Too expensive at a mall, centre or office block</td>
<td>v15</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>13.3 Rent too high elsewhere</td>
<td>v16</td>
<td></td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>13.4 Too much rules and regulations elsewhere</td>
<td>v17</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>13.5 To be closer to my family</td>
<td>v18</td>
<td></td>
<td></td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>13.6 More safety and security regarding crime</td>
<td>v19</td>
<td></td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>13.7 Higher net profits because of less fixed costs</td>
<td>v20</td>
<td></td>
<td></td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>13.8 Optimal use of property / facilities available</td>
<td>v21</td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>13.9 Long-term planning for retirement</td>
<td>v22</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>13.10 Easier expansion in future (more space)</td>
<td>v23</td>
<td></td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>13.11 Easier and better parking facilities for clients (more accessible)</td>
<td>v24</td>
<td></td>
<td></td>
<td></td>
<td>27</td>
</tr>
<tr>
<td>13.12 Choice of better area and suburb</td>
<td>v25</td>
<td></td>
<td></td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>13.13 More business and growth opportunities</td>
<td>v26</td>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>13.14 Lower capital lay-out</td>
<td>v27</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>13.15 Attitude of management / landlords at previous location</td>
<td>v28</td>
<td></td>
<td></td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>13.16 To start a second job from home for higher income</td>
<td>v29</td>
<td></td>
<td></td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>13.17 Operations can be done more effectively from home</td>
<td>v30</td>
<td></td>
<td></td>
<td></td>
<td>33</td>
</tr>
<tr>
<td>13.18 To benefit from tax advantages</td>
<td>v31</td>
<td></td>
<td></td>
<td></td>
<td>34</td>
</tr>
<tr>
<td>13.19 Create your own work environment</td>
<td>v32</td>
<td></td>
<td></td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>13.20 Better productivity and time-management</td>
<td>v33</td>
<td></td>
<td></td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>13.21 Less stress</td>
<td>v34</td>
<td></td>
<td></td>
<td></td>
<td>37</td>
</tr>
<tr>
<td>13.22 Avoiding rush hour traffic</td>
<td>v35</td>
<td></td>
<td></td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>13.23 Greater flexibility for my personal and family life</td>
<td>v36</td>
<td></td>
<td></td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>
14. Please indicate (on a 5 point scale) to what extent the factors below can be seen as PROBLEMS / DIFFICULTIES / DISADVANTAGES of a residential-based business. Please mark every statement whether it applies or not.

<table>
<thead>
<tr>
<th>Factor</th>
<th>None at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Very much</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1 Monetary and capital risk</td>
<td></td>
<td></td>
<td></td>
<td>v37 40</td>
<td></td>
</tr>
<tr>
<td>14.2 More pressure to perform</td>
<td></td>
<td></td>
<td></td>
<td>v38 41</td>
<td></td>
</tr>
<tr>
<td>14.3 Need to be an expert in a variety of tasks</td>
<td></td>
<td></td>
<td></td>
<td>v39 42</td>
<td></td>
</tr>
<tr>
<td>14.4 Difficult to leave work behind (going into after-hours)</td>
<td></td>
<td></td>
<td></td>
<td>v40 43</td>
<td></td>
</tr>
<tr>
<td>14.5 Irregular income</td>
<td></td>
<td></td>
<td></td>
<td>v41 44</td>
<td></td>
</tr>
<tr>
<td>14.6 Loneliness and isolation</td>
<td></td>
<td></td>
<td></td>
<td>v42 45</td>
<td></td>
</tr>
<tr>
<td>14.7 Motivation difficulties</td>
<td></td>
<td></td>
<td></td>
<td>v43 46</td>
<td></td>
</tr>
<tr>
<td>14.8 General disruptions (children, friends etc.)</td>
<td></td>
<td></td>
<td></td>
<td>v44 47</td>
<td></td>
</tr>
<tr>
<td>14.9 Insurance and liability</td>
<td></td>
<td></td>
<td></td>
<td>v45 48</td>
<td></td>
</tr>
<tr>
<td>14.10 Application for consent and business rights</td>
<td></td>
<td></td>
<td></td>
<td>v46 49</td>
<td></td>
</tr>
<tr>
<td>14.11 Labour relations and personnel aspects</td>
<td></td>
<td></td>
<td></td>
<td>v47 50</td>
<td></td>
</tr>
<tr>
<td>14.12 Marketing and advertising</td>
<td></td>
<td></td>
<td></td>
<td>v48 51</td>
<td></td>
</tr>
<tr>
<td>14.13 Local authority regulations</td>
<td></td>
<td></td>
<td></td>
<td>v49 52</td>
<td></td>
</tr>
</tbody>
</table>

15. How are your growth figures (regarding SALES / TURNOVER) compared to your previous location?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1 Worse than before</td>
<td></td>
</tr>
<tr>
<td>15.2 The same than before</td>
<td></td>
</tr>
<tr>
<td>15.3 Better - between 0-25 %</td>
<td></td>
</tr>
<tr>
<td>15.4 Better - between 26-50%</td>
<td></td>
</tr>
<tr>
<td>15.5 Better - higher than 51%</td>
<td></td>
</tr>
<tr>
<td>15.6 No previous location</td>
<td>v50 53</td>
</tr>
</tbody>
</table>
16. How are your growth figures (regarding CUSTOMERS / FOOTSTEPS) compared to your previous location?

<table>
<thead>
<tr>
<th>16.1 Worse than before</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.2 The same than before</td>
</tr>
<tr>
<td>16.3 Better - between 0-25%</td>
</tr>
<tr>
<td>16.4 Better - between 26-50%</td>
</tr>
<tr>
<td>16.5 Better - higher than 51%</td>
</tr>
<tr>
<td>16.6 No previous location</td>
</tr>
</tbody>
</table>

17. What specific other ADVANTAGES have you derived from this location-decision?

18. What specific other DISADVANTAGES are you experiencing from this location-decision?

19. What specific ACTIONS and RECOMMENDATIONS can you suggest to ensure a proper and successful residential-based business?

THANK YOU VERY MUCH FOR YOUR CO-OPERATION IN COMPLETING THIS SURVEY
APPENDIX C

MANUAL OF APPLICATION FOR CONSENT FOR A HOME UNDERTAKING
MANUAL
Application for consent for a Home Undertaking
MANUAL FOR AN APPLICATION FOR CONSENT FOR A HOME UNDERTAKING

Please note that it is in the applicant's best interests to consult with the applicable council town planner, before attempting to lodge an application (as set out in this manual), in order to avoid being in possible conflict with existing Council policy in that area.

1. GENERAL INFORMATION

1.1 BACKGROUND

The written consent of the City Council is required in terms of Schedule IX of the Pretoria Town-Planning Scheme, 1974 for a Home Undertaking in the following cases only:

a) Where a Second Bona-fide occupant also wishes to operate a Home Undertaking;

b) To exceed the prescribed 60 m² gross floor area limit of the Home Undertaking;

c) To operate a Shop or Restricted Industry. (As defined in the Pretoria Town-Planning Scheme, 1974.)

1.2 APPLICATIONS

Every application in any of the above cases is divided into two parts and the documentation for each part must be handed in at Land Use Rights, Ground floor, Munitoria, cnr Vermeulen and v/d Walt Streets, Pretoria or posted to the Executive Director: City Planning and Development Department, Division Land-use Rights, PO Box 3242, Pretoria, 0001, as prescribed hereunder:

1.2.1 Part A - the following must be handed in at the aforementioned address at least one day prior to the first day that the placard notice appears on the erf:

a) Application fee of R330-00 (cheques must be made out to the City Council of Pretoria - note postdated cheques will not be accepted).

b) Application form and motivation (see pages 7-9) properly filled in (16 copies).

c) Covering letter (2 copies).

d) Annexures which consist of the following:

i) Locality plan (see paragraph 1.3 and Example 1) (16 copies).

ii) Title Deed or Deed of Transfer (2 copies).

iii) Plan of the dwelling place (see paragraph 1.4 and Example 2) (16 copies).

iv) Objection notices completed and signed by all relevant neighbours and/or controlling body. (see Example 3 attached hereto).

v) Special Power of Attorney (only in cases where someone applies on behalf of the person wishing to operate the Home Undertaking.)
1.2.2 **Part B** - the following must be handed in at the above address not earlier than 28 days or later than 56 days from the first day that the placard notice appeared on the erf:

e) Photos of the placard notice as proof of the display thereof (see paragraph 1.6 and 1.7).

f) Sworn affidavit or confirming that the placard was displayed and maintained for three weeks. (see Example 4 attached hereto).

g) Objections to the application (Originals only).

h) The applicants reply on the objections, if applicable.

i) Written confirmation that no objections were received (if applicable).

1.3 **LOCALITY PLAN**

A locality plan (A4 size) to a scale of 1:5000, with the relevant erf in the centre (obtainable at the Land Surveyors, Ground floor, Munitoria, cnr Vermeulen and v/d Walt Streets, Pretoria) must be handed in (see Example 1 attached hereto).

1.4 **PLAN OF DWELLING PLACE** (see Example 2)

1.4.1 If the Home Undertaking is exercised within a Dwelling- house, Duplex unit or Group Housing unit then the following must be provided:

a) A single line drawing to a scale of 1:200 showing the erf boundaries, the placing of the buildings, carports, parking plans and the details on the erf with the gross floor areas of the main building and the outbuildings, the north point, erf numbers of adjacent erven, street name and number and the parking space of the vehicle used for the Home Undertaking (see page 5 paragraph A(f) hereof).

b) Indicate on the plan which portion of the dwelling place is to be used for the Home Undertaking and the total floor area (m²) of this portion.
1.4.2 If the Home Undertaking is to be exercised in a flat, boarding house room, Retirement Centre or other similar type of dwelling-place which does not fall under 1.4.1 above then the following must be provided:

a) A single line drawing to a scale of 1:200 showing the outside dimensions of the relevant dwelling place and adjacent dwelling places.

b) Indicate all the rooms in the dwelling place and the specific area to be used for the Home Undertaking as well as the square meterage of this area.

1.5 MOTIVATION
Aspects that must be covered in the application form are the following:

a) the specific activities to be exercised;

b) how many clients are expected everyday;

c) the reasons for an area larger than 60 m², if applicable;

d) any potential disturbances to neighbours and how this will be minimized; and

e) the times and number of deliveries of items resulting from the Home Undertaking.

1.6 NOTIFICATION
1.6.1 Where the Home Undertaking is to be exercised within a Dwelling-house, Duplex or Group Housing unit then the following methods of notification must be adhered to:

a) A placard notice (see paragraph 1.7) that is clearly visible and legible must be erected on each street boundary of the erf and maintained in such position for a minimum of 3 weeks;

b) A copy of the Application Notice as set out in Example 3 must be handed to the surrounding neighbours, as shown in the diagrams below. The completed and signed notices must then be handed in to the City Council at the above address;

c) In the case where a controlling body exists, the Application Notice must also be completed and signed by such a body and handed in to the City Council at the above address.
The diagrams below indicate which neighbours of surrounding erven must be informed of the proposed application by means of the attached notice (Example 3).

(Erf marked A indicates the application erf).

(Erven marked X indicates the neighbours that must be notified).

1.6.2 If the Home Undertaking is to be exercised in a Flat, Boarding House room, Retirement Centre or similar type of dwelling-place which does not fall under 1.6.1 above, then the following methods of notification must be adhered to:

a) A placard notice (see paragraph 1.7) that is visible and legible must be placed in the entrance hall to the building and maintained in such place for a minimum of 3 weeks;

b) A copy of the Application Notice as set out in Example 3 must be handed to each occupant of the adjacent dwelling places (horizontal and vertical). The completed and signed notices must then be handed in to the City Council at the above address; and

c) In the case where a controlling body exists, the Application Notice must also be completed and signed by such a body and handed in to the City Council at the above address.
1.7 **PLACARD NOTICE**

The placard notice shall indicate the following information in both English and Afrikaans:

- **a)** Name of the Applicant, the Property description, Street address where the Home Undertaking will be exercised, the postal address and, where available, the telephone number of the Applicant;

- **b)** the type of Home Undertaking and the purpose of the application; and

- **c)** the address where objections must be handed in and the closing date of objections.

Placard notices drawn up according to legal requirements can be purchased at Land Use Rights, Ground floor, Munitoria, cnr Vermeulen and v/d Walt Streets, Pretoria.

1.8 **PHOTO'S**

1.8.1 Where the Home Undertaking is to be exercised within the Dwelling-house, Duplex or Group Housing unit then two photos of each placard notice, not smaller than a postcard size, must be provided as follows:

- **a)** one close up photo of the placard so that the wording is legible; and

- **b)** one photo of the placard from across the street to indicate the visibility of the notice.

1.8.2 Where the Home Undertaking is to be exercised in Flat, Boarding House room, Retirement Centre or similar type of dwelling place which does not fall under 1.8.1 above then 2 photos of the placard notice, not smaller than a postcard size, must be provided as follows:

- **a)** One close up photo of the placard so that the wording is legible; and

- **b)** One photo of the placard to indicate its visibility in the entrance hall to the building.
SCHEDULE IX
HOME UNDERTAKINGS

(Conditions governing Home undertakings in use zones I, II, III, IV, V, VI, IX AND XIII)

1. With respect to a dwelling-place, but apart from the exceptions mentioned under Paragraphs 3 and 4, a home undertaking is restricted to -

   (1) only one bona fide occupant or, with the written consent of the City Council, two bona fide occupants;

   (2) a maximum of 30% of the gross floor area of the dwelling-place, provided that without the written consent of the City Council such area shall not exceed 60 m²;

   (3) the display of one notice board with maximum dimensions of 460 mm x 600 mm showing only the name(s) of the occupant(s) intended in paragraph (1) hereof, the address and the telephone number and the nature of the home undertaking;

   (4) the storage of goods of whatever nature, reasonably essential for such home undertaking, within the area contemplated in paragraph (2) hereof;

   (5) the display of goods contemplated in paragraph (4) hereof in such a way inside the dwelling-place that it is not visible from the outside;

   (6) the loading and off-loading of goods contemplated in paragraph (4) hereof by means of a private motor vehicle or commercial vehicle with a mass not exceeding 3 500 kg (loading capacity included) and a maximum length, width and height of 5,500 m, 1,800 m and 2,100 m respectively, and of which only one such vehicle may be parked regularly at the dwelling-place out of sight from the street.

   (7) creches, where a maximum of 12 preschool children are cared for, without compulsory educational standards:

    Provided that -

    (i) the health and safety requirements of the Council shall be complied with,

    (ii) no activities shall be held on weekdays after 17:30, or on Saturdays, Sundays or public holidays,

    (iii) an acoustically-acceptable screen wall of at least 1.8m high, shall be erected on the property boundary, where the play area abuts the living-room/living-rooms of an adjoining dwelling place, to the satisfaction of the Council.

2. One parking space per 25 m² or portion thereof of the area referred to in paragraph 1(2) hereof shall be provided on the property.

3. Only in the case of a dwelling-house may a maximum of two persons be employed.

4. Noxious Industries and Industries are not permitted.

5. 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.
6. The following activities are not permitted in any dwelling-place:

(1) A funeral undertaking; a visitors' information bureau; a building society agency; a bank agency; kennels; an escort agency; a tow-in service; an institution; a motor workshop; a car wash; a place of instruction for more than six persons; a panel-beater; a parcel delivery service; a radio control/telephone exchange; a travel agency; a shooting range; a blasting contractor; a butcher; a spray-painter; a taxi business; a pet salon; a fish-fryer; hiring and selling of vehicles; a place of amusement; manufacturing of concrete products; a packaging contractor; a place of refreshment and a transport undertaking. (14.06.95/1316/4448)

(2) Shops and Restricted Industries, except with the written consent of the City Council.

(27.03.91/1212/3609/P)

DEFINITIONS

1. HOME UNDERTAKING means the practice of an activity at a Dwelling-place with the aim of deriving an income therefrom.

2. DWELLING-PLACE means a "Dwelling house", "Flat", "Duplex dwelling", "Dwelling-unit" and "Tenement", including the ancillary outbuildings, as well as a habitable room in a hotel, boarding house or retirement centre.

3. GROSS FLOOR AREA of the Dwelling Place means the total floor area of all the existing buildings and proposed buildings that are used or to be used for residential purposes and that which is used directly with the dwelling-place for associated purposes.

Compiled by: the Department City Planning and Development
Land-use Rights Division

HOMEUND.MAN
A.C. WALKER/lj/dup
JULY 1992
# APPLICATION FORM FOR HOME-UNDERTAKING

1. **PROPERTY DESCRIPTION**
   (According to title deed): 

2. **STREET ADDRESS**:

3. **APPLICANT DETAILS**
   3.1 Name and surname: 
   3.2 Postal address: 
   3.3 **TELEPHONE**: (W)__________(H)

4. **TITLE DEED NUMBER**:

5. **REGISTERED OWNER/S**:

6. **POSTAL ADDRESS**:

7. **SIZE OF PROPERTY**:

8. **EXISTING ZONING**:

9. **REQUESTED USE**
   (for home-undertaking):

10. **AREA OF MAIN BUILDING**: (Existing)__________m² (New)__________m²

11. **AREA OF OUTBUILDINGS**: (Existing)__________m² (New)__________m²

**AREA USED FOR UNDERTAKING**: (Main Building)__________m² (Outbuildings)__________m²

Is parking available on the erf? (Yes/no) ____________

If yes, how many parking spaces are available? ____________

/...
12. OCCUPATION OF RELEVANT PROPERTY BY APPLICANT
(permanent/temporary): __________________________________________

13. OWNERSHIP
(full/partial owner, sectional title owner or tenant of the dwelling-place):
______________________________________________________________

14. DESCRIPTION OF DWELLING-PLACE: ( Dwelling-house/Duplex/ Flat/Room e.g. in boarding establishment/hotelroom/Retirement centre/Other):
______________________________________________________________

15. DESCRIPTION OF HOME-UNDERTAKING:

15.1 ACTIVITIES:
(Describe the activities of the home-undertaking):

(indoors) __________________________________________________________

______________________________________________________________

______________________________________________________________

(outdoors) _________________________________________________________

______________________________________________________________

15.2 MACHINERY: (Describe possible appliances and/or machinery stating the power consumption and placing thereof in the area where the undertaking is practised):

______________________________________________________________

______________________________________________________________

______________________________________________________________

15.3 NUISANCE: (Describe how any noise, smell, dust, or other troublesome condition which could result in public inconvenience, can be eliminated):

______________________________________________________________

______________________________________________________________

______________________________________________________________
15.4 WORKING HOURS:

WEEK DAYS: __________________________

SUNDAYS: ____________________________

RELIGIOUS PUBLIC HOLIDAYS: __________________________

15.5 VEHICLE (if applicable)
What type of vehicle is used for the undertaking (see the restrictions in terms of Schedule IX Section A):

(Vehicle mass) ____________kg (Loading capacity) ____________kg

Main dimensions: (length) ____________m (width) ____________m (height) ____________m

Vehicle type: (LDV/truck/delivery van/other) ________________________

Parking: where is the vehicle normally parked on the premises?
(Indicate on the above-mentioned sketch (see paragraph 1.4).

15.6 MOTIVATION: (See paragraph 1.5. If the space below is insufficient attach additional pages to the application form)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

__________________________   ________________
SIGNED                        DATE

__________________________
NAME IN PRINT
SITE PLAN: OF ERF 237, WONDERBOOM

<table>
<thead>
<tr>
<th>Description</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME UNDERTAKING (GARAGE AND OUTBUILDINGS)</td>
<td>64 m²</td>
</tr>
<tr>
<td>DWELLING UNIT</td>
<td>165 m²</td>
</tr>
<tr>
<td>TOTAL FLOOR AREA OF STRUCTURES</td>
<td>229 m²</td>
</tr>
</tbody>
</table>
APPLICATION NOTICE
PRETORIA TOWN-PLANNING SCHEME, 1974

In terms of Schedule IX of the Pretoria Town-planning Scheme, 1974, you are hereby informed that I (full name) ..................................................................................................................................................................................

intend applying to the Pretoria City Council for consent to exercise a "home undertaking" namely (give a short description)........................................................................................................................................................................................................

......................................................................................................................................................................................................................

on (erf no and township) ........................................................................................................................................................................................................

also known as (street name and no) ...................................................................................................................................................................................................

Business hours: Week days ........................................................................................................................................................................................................

Sundays .........................................................................................................................................................................................................................

Public Holidays ...............................................................................................................................................................................................................

Number of persons involved: ..........................................................Floor area used: .................................................m²

Machines used: ...................................................................................................................................................................................................................

Applicant's address: ...........................................................................................................................................................................................................

Postal address: ..................................................................................................................................................................................................................

Telephone no: Home...............................................................................................................................................................................................................

Work...........................................................................................................................................................................................................................

Any objection to the above application with the reasons there-for, must be set out in writing in a separate letter and shall be lodged with or made in writing to: the Executive Director: City Planning and Development, Land-use Rights Division, Ground floor, Munitoria, cnr Vermeulen and v/d Walt Streets, Pretoria, or posted to PO Box 3242, Pretoria, 0001. Full particulars and plans (if any) may be inspected during normal office hours at the above-mentioned office, during the above-mentioned period.

The closing date for submission of any objection is: ..............................................................................................................................................................................................................


STATEMENT:

I, (full name) ........................................................................................................................................................................................................

being the *owner/occupant/lessee of the property on (erf no and township). ...................................................................................................................................................................................................

declare that I have *an objection/no objection to the above application.

Signed: ........................................................................................................ Witness: ........................................................................................................

Date: ........................................................................................................ Place: ........................................................................................................

* Delete whichever is not applicable
TO WHOM IT MAY CONCERN:

I, the undersigned, (full name) ......................................................................................................................................................................................

*hereby declare under oath/*hereby confirm that the placard notice as prescribed in terms of Schedule IX
of the Pretoria Town-planning Scheme, 1974,
on *erf/holding/farm portion No .................................................................
*township/holdings/farm .................................................................................................................................

was displayed and maintained in a conspicuous and to the public accessible position,
from......../......./19........, for a period of 21 days to ......../......./19........

SIGNED: ................................................................. ON: ......../......./19......

(Signature of applicant)

AT: ........................................................................................................................................................................

I certify that the declarant acknowledges that *he/she is conversant with this declaration and understands
it, and that the declarant uttered the following words: "I swear that the contents of this declaration are the
truth and nothing but the truth, so help me God".

COMMISSIONER OF OATHS: ........................................................................

DATE: ........................................................................................................

*Delete what is not applicable.
Homeund.man/dup

TAKE NOTE:

This declaration must be handed in only after the required period for the display and maintenance of the
placard notice has expired. The day upon which the advertisement was published in the Provincial
Gazette, as well as any possible following public holidays thereafter, must not be counted in the
calculation of the 21 day period. In the event of this declaration being incorrectly completed/signed
and/or handed in too early, the Council will view such a declaration as a false declaration.

In the aforementioned case it shall be required from the applicant to comply with the prescribed
advertisement/procedure anew. Legal prose-cution of the applicant shall possible also be considered.
SPECIAL POWER OF ATTORNEY

I/We, the undersigned

JOE PUBLIC, ID. No. 0001 0001 00010

do hereby nominate, constitute and appoint

JAMES ANYBODY, ID. No. 0002 0002 00020

with power of Substitution, to be my/our lawful attorney(s) and agent(s) in my/our name, place and stead to apply for

The consent of the City Council of Pretoria, for the erection of a second dwelling on Erf 1, Pretoria, also known as 65 Botha Street, Pretoria

and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes, as I/we might or could do if personally present and acting herein - hereby ratifying, allowing and confirming and promising and agreeing to ratify, allow and confirm all and whatsoever my/our said Attorney(s) and Agent(s) shall lawfully do, or cause to be done, by virtue of these presents.

Signed at __PRETORIA____

on this ___14th___ day of ___OCTOBER___ 1993

in the presence of the undersigned witnesses.

AS WITNESSES:

1. __RAAM T__

2. __C.R. Botha__

__________
JOE PUBLIC

JOE PUBLIEK