

BIBLIOGRAPHY

Adendorff, S.A. & De Wit, P.W.C. 1997. *Production and Operations Management – A South African Perspective*. 2nd Edition. Halfway House: International Thomson Publishing.

Alderman, L. & Cheney, K. 1997. Creating A Six Figure. *Money*. November: 148-152.

Alexander, I. 1979. *Office Location and Public Policy*. Great Britain: Longman Group Limited.

Armstrong, J. & Hobbs, D. 1998. An experimental study of social and psychological aspects of teleworking. *Industrial Management & Data Systems*, 98/5: 214-218.

Atkinson, J. & Meager, N. 1994. Running to stand still: The Small Business in the Labour Market, in Atkinson, J & Storey, D.J. (eds.): *Employment, the Small Firm and the Labour Market*. London: Routledge.

Bacon, D.C. & Mckee, B.A. 1989. Look who's working at home? *Nation's Business*, Oct. v77 n10: 20.

Bagozzi, R.P. 1994. Measurement in marketing research: basic principles of questionnaire design. In: Bagozzi, R.P. (ed) 1994. *Principles of marketing research*. Cambridge: Blackwell Business.

Bagshawe, P. 1995. *Viva South African Entrepreneurs – Success from humble beginnings*. Musgrave: Lifespan Publications.

Barnard, J. 1997. 'n Woonhuis as besigheidspersoneel. *Entrepreneur*. November: 18.

Beech, W.N. 1997. Building a successful home-based business. *Black Enterprise*. September: 92-98.

Bennett, J. 1999. Home set to become the latest virtual workspace. *Business Times*, 13 June: 1.

Birch, D.L. 1981. Who creates jobs? *The Public Interest*. p. 3-14.

Blakeley, S. 1997. Finding coverage for small businesses. *Nation's Business*. June: 30-34.

Blanchflower, D.G. & Oswald, A. 1990. What makes a young entrepreneur? *National Bureau of Economic Research*. Rept. No. 3252. Cambridge, Mass.

Blankenship, A.B. & Breen, G.E. 1993. *State of the art marketing research*. Lincolnwood: NTC Business Books.

Bolton, J.E. 1971. *Report of the Committee of Inquiry on Small Firms*. Cmd. 4811, London: HMSO.

Boone, L.E. & Kurtz, D.L. 1996. *Contemporary Business*. 8th edition. Fort Worth: The Dryden Press.

Boulding, W., Staelin, R., Zeithaml, V. & Kaita, A. 1993. A dynamic process model of service quality: from expectations to behavioural intentions. *Journal of Market Research*. Vol. 30, (February): 7-27.

Bradburd, R.M. & Ross, D.R. 1989. Can small firms find and defend strategic niches? – A test of the Porter hypothesis. *Review of Economics and Statistics*. Vol. LXXI, May, No. 2, p. 258-62.

Brown, C., Hamilton, J. & Medoff, J. 1990. *Employers large and small*. Cambridge, Mass: Harvard Univ. Press.

Browning, J.E. 1980. *How to select a business site – The executive's location guide*. United States of America: McGraw Hill.

Burch, J.G, 1986. *Entrepreneurship*. New York: John Wiley & Sons, Inc.

Burns, D.J & Warren, H.B, 1995. Need for uniqueness: shopping mall preference and choice activity. *International Journal of Retail & Distribution Management*. Vol. 23, No. 12: p. 4-12.

Carson, D., Cromie, S., McGowan, P. & Hill, J. 1995. *Marketing and entrepreneurship in SME's – An Innovative Approach*. Hertfordshire UK: Prentice Hall.

Cassel, G. 1923. *Theoretische Nationalökonomie*. 3rd edition. Leipzig: W. Schall.

Caudron, S, 1992. Working at home pays off. *Personnel Journal*, Nov. 1992 v71 n11: 40.

Chamberlin, E.H. 1946. *The Theory of Monopolistic Competition*. 5th edition. Cambridge, Mass: Harvard University Press.

Churchill, G.A. 1992. *Basic marketing research*. 2nd ed. Orlando: The Dryden Press.

Churchill, Jr. G.A, 1996. *Basic Marketing Research*. 3rd Edition. Orlando: The Dryden Press.

Collins Paperback Dictionary. 1995. 2nd ed. London: Harper Collins Publishers.

Cooper, D.R. & Schindler, P.S. 1998. *Business research methods*. Singapore: McGraw-Hill.

Cromie, S. 1991. The problems experienced by young firms. *International Small Business Journal*. Vol. 9, p. 43-61.

Curran, J & Storey, D, 1993. *Small Firms in Urban and Rural Locations*. London: Routledge.

Czamanski, D.Z. 1981. Some considerations concerning industrial location decisions. *European Journal of Operations Research*. Vol. 6: p. 227-231.

Dane, F.C, 1990. *Research Methods*. California: Brooks/Cole Publishing Company.

De Lange, L, 1992. Hoe om 'n onderneming tuis te begin – wenke wat werk. *Finansies & Tegniek*, Vol. 44(15): 34.

Dillon, W.R., Madden, T.J. & Firtle, N.H. 1987. *Marketing research in a marketing environment*. Homewood: Irwin.

Dunne P. & Hughes A. 1989. *Small Business: An analysis of recent trends in their relative importance and growth performance in the United Kingdom, with some European comparisons*. Working paper No. 1, Small Business Research Center, University of Cambridge.

Ebert, R.J. & Adam, E.E. 1977. The Human Factor in Facilities Location Planning. *Business Horizons*. p. 35-42.

Editors Of Income Opportunities Magazine, 1990. *Home Business Handbook*. USA: Davis Publications Inc..

Egan, L, 1994. Home is where I wanna be. *Productivity SA*. March / April.

Eldib, Oe & Minoli, D. 1995. *Telecommunication*. Norwood, USA: Artech House, Inc.

Englander, O. 1927. Kritisches und positives zu einer allgemeinen reinen Lehre vom Standort. *Zeitschrift für Volkswirtschaft und Sozialpolitik*. Vol.5: p. 435-505.

Evans, D. & Jovanovic, B. 1989. Estimates of a model of entrepreneurial choice under liquidity constraints. *Journal of Political Economy*. Vol.97 (4): 808-827.

Evans, D. 1987. Test of alternative theories of firm growth. *Journal of Political Economy*. Vol. 95: 657-674.

Evans, D. 1987. The relationship between firm growth, size and age: Estimates for 100 manufacturing industries. *Journal of Industrial Economics*. Vol. 35: 567-581.

Fazzari, S., Hubbard, R. & Peterson, B. 1988. Financing constraints and corporate investment. *Brookings Papers on Economic Activity*. P. 141-207.

Fetter, F. 1924. The economic law of market areas. *Quarterly Journal of Economics*. Vol.38: p. 520-529.

Florence, P.S. 1962. *Post-War Investment, Location and Size of Plant*. London: Cambridge University Press.

Gartner, W.B. 1990. What are we talking about when we talk about entrepreneurship? *Journal of Business Venturing*. Vol. 5, p. 15-28.

Goddard, J.B. 1975. *Office Location in Urban and Regional Development*. Bristol: Oxford University Press.

Goffee, R. & Scase R. 1985. Proprietorial control in family firms: some functions of quasi-organic management. *Journal of Management Studies*. Vol. 22, p. 53-68.

Greenhut, M.L. 1956. *Plant Location in Theory and in Practice*. Chapel Hill: University of North Carolina Press.

Greenhut, M.L. 1956. *Plant Location*. The University of North Carolina Press: p. 98-100.

Greenhut, M.L. 1995. *Location Economics*. Vermont: Edward Elgar Publishing Company.

Greenwald, D. 1993. Location Theory. *Encyclopedia of Economics*. 2nd edition. McGraw Hill: p. 647-651.

Hair, J.F., Anderson, R.E., Tatham, R.L. & Black, W.C. 1995. *Multivariate data analysis with readings*. 4th ed. Englewood Cliffs: Prentice Hall.

Hall, B.H. 1987. The relationship between firm size and firm growth in the U.S. manufacturing sector. *Journal of Industrial Economics*. Vol. 35: 583-605.

Harz, Ns, 1985. Telecommuting – there’s no place like home. *Data Management*, June v23 n6: 10-11.

Holmes, W. 1913. *Die Lederindustrie*.Tubingen.

Hoover, E.M. 1937. *Location Theory and the Shoe and Leather Industry*. Cambridge, Mass: Harvard University Press.

Hotelling, H. 1929. Stability in competition. *Economic Journal*. Vol. 39: p. 41-57.

Hughes, A. 1991. Forthcoming concentration and the small business sector in the UK: The 1980’s in historical perspective. In *Small firms and Entrepreneurship: A global perspective*, eds. Acs Z.J. & Audretsch D,B. Cambridge: Cambridge Univ. Press.

Hunker, H.L. & Wright, A.J. 1963. *Factors of industrial location in Ohio*. Columbus, Ohio: Bureau of Business Research, College of Commerce and Administration.

Income Opportunities Magazine, 1990. *Home Business Handbook*. New York, USA: Putnam Publishing Group.

Invernizzi, B. & Revelli, R. 1991. Forthcoming small firms in the Italian economy: Structural changes and evidence of turbulence. In *Small firms and entrepreneurship: A global perspective*,eds. Acs Z.J. & Audretsch. Cambridge.

Isard, W. 1960. *Methods of Regional Analysis*. Cambridge, Mass: MIT Press.

Jovanovic, B. 1982. Selection and evolution of industry. *Econometrica*. Vol. 50: 649-670.

Karakaya, F. & Canel. C. 1998. Underlying dimensions of business location decisions. *Industrial Management & Data Systems*. MCB University Press. 98/7: 321-329.

Kilby, P. 1971. Hunting the Heffalump. *Entrepreneurship and Economic Development*. Kilby, P. (ed.), New York: The Free Press.

Kishel, G & Kishel, P, 1991. *Start, run and profit from your own home-based business*. USA: John Wiley & Sons Inc.

Kocher, Ce, 1993. Pinpointing the work-at-home market. *Telephony*, Feb. v224 n6: 26.

Kroon, J. & Moolman, P.L. 1992. *Entrepreneurskap*. Potchefstroom: Sentrale Publikasies.

Krzyzanowski, W. 1927. Review of the literature of the location of industries. *Journal of Political Economics*. Vol.35: p. 278-291.

Kuratko, D.F. & Hodgetts, R.M. 1998. *Entrepreneurship – A contemporary approach*. 4th edition. Fort Worth: The Dryden Press.

Lambing, P. & Kuehl. C. 1997. *Entrepreneurship*. Upper Saddle River, NJ: Prentice Hall.

Laulajainen, R. & Stafford, H.A. 1995. *Corporate Geography – Business Location Principles and Cases*. Dordrecht: Kluwer Academic Publishers.

Laurie, C, 1996. Home Work. *Franchising World*. March / April: 18-21.

Levy, M. & Weitz, B.A. 1992. *Retailing Management*. Homewood, IL: Irwin Publishing.

Lewis, W.A. 1945. Competition in retail trade. *Economica*. Vol.12: p. 202-234.

Lindsay, P., Stuart, R. & Thompson, J. 1993. Development of the top team: The definition of a competence framework to small and medium sized firms. *Proceedings of the EFMD European Small Business Seminar*, Belfast.

Linke A. 1930. *Plant Location*. New York: McGraw-Hill.

Lockhart, D.C. & Russo, J.R. 1994. Mail and telephone surveys in marketing research: a perspective from the field. In: Bagozzi, R.P. (ed) 1994. *Principles of marketing research*. Cambridge: Blackwell Business.

Lora, L, 1996. Marketing tips for home businesses. *Business Marketing*. November: 14.

Losch, A. 1938. The nature of Economic Regions. *Southern Economic Journal*. p. 71-78.

Losch, A. 1944. *Die Raumlliche Ordnung der Wirtschaft*. Gustav Fischer: Jena.

Loveman, G. & Sengenberger, W. 1991. The re-emergence of small-scale production: An international perspective. *Small Business Economics* 3 (1).

Lutgë-Smith, T, 1993. *Working from home – a complete South African guide*. Cape Town: Struik Publishers.

Lyons, B.R. & Bailey, 1993. Small sub-contractors in UK engineering: competitiveness, dependence and problems. *Small Business Economics*. Vol. 5, No. 2, June, p. 101-110.

Mahfood, Pe, 1992. *Homework: How to hire, manage and monitor employees who work from home*. Chicago: Probus Publishing Co.

Martins, J.H., Loubser, M. & Van Wyk, H. de J. 1996. *Marketing research: a South African approach*. Pretoria: Unisa Press.

Marullo, G.G, 1997. Redefining the home-office deduction. *Nation's Business*. September: 30-32.

Marx, S. *Et al.*, 1998. *Business Management*. 2nd ed. Pretoria: J.L. van Schaik Publishers.

Mccullough, M, 1992. The Home Front. *BC Business*, Feb. v20 n2: 37.

Mehta, S.N, 1994. Talking at home. *The Wall Street Journal*. 14 October: 19.

Mintzberg, H. 1979. *The Structuring of Organizations*. Prentice Hall: Englewood Cliffs, NJ. P. 267-87.

Moolman, P.L. 1984. *Die rol van die Suid-Afrikaanse desentralisasiebeleid in die ontwikkeling van kleinsakeondernemings*. D.Com Dissertation. Potchefstroom: PU vir CHO.

Moolman, P.L. 1987. Kleinsakebestuur. (In Du Plessis, P.G., red.) *Toegepaste Bedryfseconomie: 'n Inleidende Oorsig*. Pretoria: Haum. P.699-756.

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

- Muller, J, 1999. Uitsoek-kantoorruimte raak skaars. *Finansies & Tegniek*. 28 Mei: 44.
- Muller, J, 1999. Winkels steeds beste belegging. *Finansies & Tegniek*. 30 April: 30.
- Nel, D. 2000. Centurion Town Council. Personal interview conducted in March in Centurion, South Africa.
- Nel, V. 2000. Centurion Stadsraad. Persoonlike onderhoud gevoer in Maart te Centurion.
- Ntsika, 1999. *State of small business in South Africa*. Department of Trade and Industry – South African Government. Pretoria: Ntsika Enterprise Promotion Agency.
- Nunnally, J.C. 1978. *Psychometric theory*. New York: McGraw-Hill Publishing Company.
- O’Roarty, B, Mcgreal, S & Adair, A, 1997. The impact of retailers’ store selection criteria on the estimation of retail rents. *Journal of Property Valuation & Investment*. Vol. 15, No. 2: p. 119-130.
- Palander T. 1935. *Beitrage zur Standortstheorie*. Alqvist and Wiksell Boktryckeri: Uppsala.
- Pavitt, K., Robson, M. & Townsend, J. 1987. The size distribution of innovating firms in the UK: 1945-1983. *Journal of Industrial Economics*. Vol. 45, p.297-306.

- Penrose, E.T. 1959. *The theory of the growth of the firm*. London: Basil Blackwell.
- Peters, T.J. 1982. *In search of excellence – Lessons from America's best-run companies*. New York: Harper & Row Publishers.
- Potter, R.B, 1982. *The Urban Retailing System*. England: Gower Publishing Company.
- Predohl, A. 1925. Das standorsproblem in der Wirtschaftstheorie. *Welt Wirtschaftliches Archiv*. Vol.5: p. 294-321.
- Prendergast, G, Marr, N & Jarratt, B, 1998. Retailers' views of shopping centres: a comparison of tenants and non-tenants. *International Journal of Retail & Distribution Management*. Vol. 26, No. 4: p. 162-171.
- Putman, S.H, 1979. *Urban Residential Location Models*. USA: Martinus Nijhoff Publishing.
- Ritschl, H. 1927. Reine und historische dynamik des standortes der Erzeugungszweige. *Schmollers Jahrbuch fur Gestzgebund*. Vol. 51: p. 813-870.
- Robbins, S.P. 1992. *Organization Theory*. Englewood Cliffs, NJ: Prentice Hall.
- Ruscoe, J, 1999. An Evolutionary Process. *All about working from home*, September: 30-31.
- Russell, C, 1996. How many home workers? *American Demographics*, May v18 n5: 6.

- Schemenner, R.W. 1979. Look beyond the obvious in plant location. *Harvard Business Review*. Vol. 57, January-February: p. 126-132.
- Scherer, F.M. 1991. Changing perspectives on the firm size problem. In *Innovation and technological change: An international comparison*, eds. Acs Z.J. & Audretsch D.B., p. 24-38. Ann Arbor: Univ. of Michigan Press.
- Schmenner, R.W. 1982. *Making Business Location Decisions*. Englewood Cliffs, N.J.: Prentice-Hall.
- Schneider, E. 1935. Bemerkungen zu einer theorie der Raumwirtschaft. *Econometrica*. Vol.3: p. 79-101.
- Schumpeter, J.A. 1934. *The Theory of Economic Development*. Cambridge, Mass.: Harvard University Press.
- Scott, M. & Bruce, R. 1987. Five stages of growth in small business. *Long Range Planning*. Vol. 20, No. 3, p. 45-52.
- Sengenberger, W., Loveman, G.W. & Piore, M.J. 1990. *The Re-emergence of Small Enterprises: Industrial Restructuring in Industrialized Countries*. Geneva: International Labour Organization.
- Sexton, D.L. & Kasarda, J.D. 1996. *The State of the Art of Entrepreneurship*. Boston: PWS-Kent Publishing Company.
- Sheedy E, 1994. *Start and run a profitable home-based business – Your step-by-step first-year guide*. 2nd Edition. North Vancouver, Canada: International Self-Counsel Press.

Simkin, L.P. 1990. Evaluating a store location. *International journal of retail & distribution management*. Vol. 18, Part 4: p. 33-40.

Small & medium enterprise development and job creating growth. 1994. Courier. Ed. W.B. Vosloo. Vol. 10. Johannesburg: SBDC Publications.

Standard Bank 2000. Financing small business premises. *SMME Business Mortgage Brochure*.

Statsoft Inc. 1997. *Electronic statistics textbook*. [www document]. URL <http://www.statsoft.com/textbook/stathome.html>

Stevenson, H.H. & Gumpert, D.E. 1991. "The heart of entrepreneurship" in Sahlman W.A. & Stevenson H.H. (eds.). *The Entrepreneurial Venture*. Harvard Business School: Boston, MA, p. 9-25.

Storey, D.J. 1985. The problems facing new firms. *Journal of Management Studies*. Vol. 22, p. 237-45.

Storey, D.J. 1994. *Understanding the small business sector*. New York: Routledge.

Storey, D.J. 1998. *Understanding the small business sector*. London: International Thomson Business Press.

Sudman, S. & Blair, E. 1998. *Marketing research: a problem solving approach*. Boston: McGraw-Hill.

Swart, D.J. 1998. *The role and contribution of marketing management within the context of strategic management*. D.Com dissertation, University of Pretoria.

Terblanché N, 1998. *Retail Management*. Halfway House, South Africa: International Thomson Publishing.

The Contribution of small business to the economy. 1995. Department of Trade and Industry. Vol. 4. Pretoria: Centre for small business promotion.

The President's conference on small business. 1995. Department of Trade and Industry. Vol. 2. Pretoria: Centre for small business promotion.

The White paper on small business promotion. 1995. Department of Trade and Industry. Vol. 3. Pretoria: Centre for small business promotion.

Thisse, J.F. 1975. *Contribution a la theorie microeconomique spatiale*. Ph.D. dissertation. University of Liege, Belgium.

Thurstone, L.L. 1931. Multiple factor analysis. *Psychological Review*. Vol. 38: 406-427.

Timmons, J.A. 1994. *New Venture Creation – Entrepreneurship for the 21st century*. 4th edition. Illinois: Irwin.

Trochim, W.M.K. 1997. *The knowledge base: an online research methods textbook*. [www document]. URL

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

Van Aardt, I. & Van Aardt, C. 1997. *Entrepreneurship and New Venture Management*. Southern Africa: International Thomson Publishing.

Van Den Berg T.J, 1983. *Die Aard, Omvang en Impak van Woonhuiskantore in Pretoria*. Verhandeling van Magister in Stads- en Streeksbeplanning in die Fakulteit Ingenieurswese aan die Universiteit van Pretoria.

Van Vuuren, J.J. & Nieman, G.H. 1999. Entrepreneurship education and training: A model for syllabi/curriculum development. In: *44th ICSB World Conference STET*, ed. G. Capaldo & M. Raffa. 9th ed. Napoli: Edizioni Scientifiche Italiane.

Verchuren, A. 1998. Land Use Rights Department. *Personal interview conducted in September.*

Weber, A. 1928. *Theory of Location*. Trans. By C.J. Friedrich. Chicago: University of Chicago Press.

White, J.R & Gray, K.D, 1996. *Shopping Centres and Other Retail Properties*. Canada: John Wiley & Sons.

White paper on national strategy for the development and promotion of small business in South Africa. 1995. Government Gazette. Vol. 357. Cape Town: Parliament of the Republic of South Africa.

Wickham, P.A. 1998. *Strategic Entrepreneurship – a decision-making approach to new venture creation and management*. London: Pitman Publishing.

Wynarczyk, P., Watson, R., Storey, D.J., Short, H. & Keasey, K. 1993. *The Managerial Labour Market in Small and Medium Sized Enterprises*. London: Routledge.

Zimmerer, T.W. & Scarborough, N.M. 1996. *Entrepreneurship and New Venture Formation*. New Jersey: Prentice-Hall International, Inc.

APPENDIX A

PRELIMINARY QUESTIONNAIRE



RESIDENTIAL-BASED BUSINESS
PRELIMINARY RESEARCH 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?

.....

.....

.....

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



UNIVERSITY OF PRETORIA

v1

1-3			
-----	--	--	--

RESIDENTIAL-BASED BUSINESS RESEARCH 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	

v2

4	
---	--

2. Age

2.1	-19	
2.2	20 - 29	
2.3	30 - 39	
2.4	40 - 49	
2.5	50 - above	

v3

5	
---	--

3. **Highest educational qualification?**
(If certificate, diploma or degree, please state field of specialisation)

.....

v4

6	
---	--

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

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

v5

7	
---	--

SECTION B
Ownership information

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)	

v6

8	
---	--

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)	

v7

9	
10	



7. In your own words, describe what kind of small business you are operating?

.....
.....

v8

11	
----	--

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

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

v9

12	
----	--

9. Your total annual turnover is:

9.1	Less than R150 000	
9.2	R150 001 - R500 000	
9.3	R500 001 - R 1 000 000	
9.4	R1 000 001 - R2 000 000	
9.5	R2 000 001 or more	

v10

13	
----	--

SECTION C
Location characteristics

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

10.1	Own	
10.2	Rent	

v11

14	
----	--

11. Has the property been rezoned for business purposes?

11.1	Yes	
11.2	No	

v12

15	
----	--

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

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

v13

16	
----	--

13. 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.

Factor	None at all 1	2	3	4	Very much 5		
13.1 Much more cost-effective at home						v14	17
13.2 Too expensive at a mall, centre or office block						v15	18
13.3 Rent too high elsewhere						v16	19
13.4 Too much rules and regulations elsewhere						v17	20
13.5 To be closer to my family						v18	21
13.6 More safety and security regarding crime						v19	22
13.7 Higher nett profits because of less fixed costs						v20	23
13.8 Optimal use of property / facilities available						v21	24
13.9 Long-term planning for retirement						v22	25
13.10 Easier expansion in future (more space)						v23	26
13.11 Easier and better parking facilities for clients (more accessible)						v24	27
13.12 Choice of better area and suburb						v25	28
13.13 More business and growth opportunities						v26	29
13.14 Lower capital lay-out						v27	30
13.15 Attitude of management / landlords at previous location						v28	31
13.16 To start a second job from home for higher income						v29	32
13.17 Operations can be done more effectively from home						v30	33
13.18 To benefit from tax advantages						v31	34
13.19 Create your own work environment						v32	35
13.20 Better productivity and time-management						v33	36
13.21 Less stress						v34	37
13.22 Avoiding rush hour traffic						v35	38
13.23 Greater flexibility for my personal and family life						v36	39



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.

Factor	None at all 1	2	3	4	Very much 5		
14.1 Monetary and capital risk						v37	40
14.2 More pressure to perform						v38	41
14.3 Need to be an expert in a variety of tasks						v39	42
14.4 Difficult to leave work behind (going into after-hours)						v40	43
14.5 Irregular income						v41	44
14.6 Loneliness and isolation						v42	45
14.7 Motivation difficulties						v43	46
14.8 General disruptions (children, friends etc.)						v44	47
14.9 Insurance and liability						v45	48
14.10 Application for consent and business rights						v46	49
14.11 Labour relations and personnel aspects						v47	50
14.12 Marketing and advertising						v48	51
14.13 Local authority regulations						v49	52

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

15.1 Worse than before	
15.2 The same than before	
15.3 Better - between 0-25 %	
15.4 Better - between 26-50%	
15.5 Better - higher than 51%	
15.6 No previous location	

v50

53	
----	--



16. How are your growth figures (regarding CUSTOMERS / FOOTSTEPS) compared to your previous location?

16.1 Worse than before	
16.2 The same than before	
16.3 Better - between 0-25 %	
16.4 Better - between 26-50%	
16.5 Better - higher than 51%	
16.6 No previous location	

v51

54		
----	--	--

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

.....

 v52

55-56		
-------	--	--

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

.....

 v53

57-58		
-------	--	--

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

.....

 v54

59-60		
-------	--	--

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:

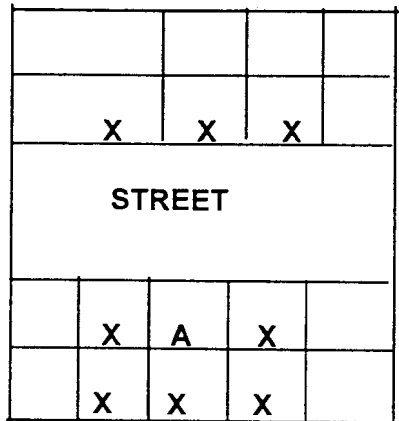
- a) A placard notice (see paragraph 1.7) that is clearly visible and legible must be erected on each street boundary of the erf and maintained in such position for a minimum of 3 weeks;
- b) A copy of the Application Notice as set out in Example 3 must be handed to the surrounding neighbours, as shown 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.

/...

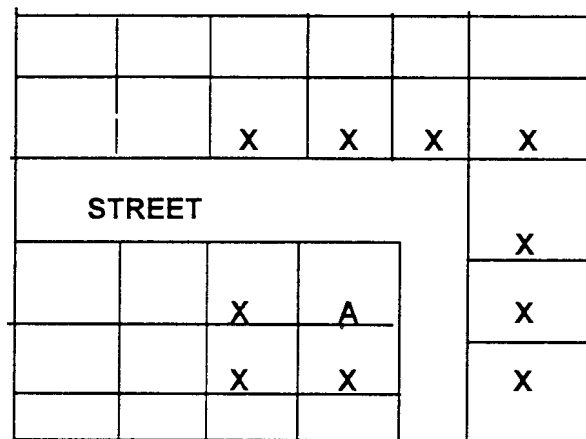
The diagrams below indicate which neighbours of surrounding erven must be informed of the proposed application by means of the attached notice (Example 3).

(Erf marked A indicates the application erf).

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



MIDDLE OF BLOCK



CORNER APPLICATION

OR

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 photo's 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; (14.06.95/1316/4448)
 - (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. (19.07.95/1665/4210)
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
May, 1992 (revised July 1992, September 1994, May 1998)

HOMEUND.MAN
A.C. WALKER/lj/dup
JULY 1992

/...



APPLICATION FORM FOR HOME-UNDERTAKING

1. **PROPERTY DESCRIPTION** : _____
(According to title deed) : _____
2. **STREET ADRES** : _____
: _____
: _____
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** : _____
: _____
- 5.1 **POSTAL ADDRESS** : _____
: _____
: _____
6. **SIZE OF PROPERTY** : _____
7. **EXISTING ZONING** : _____
8. **REQUESTED USE** : _____
(for home-undertaking)
9. **AREA OF MAIN BUILDING:** (Existing) _____ m² (New) _____ m²
10. **AREA OF OUTBUILDINGS:** (Existing) _____ m² (New) _____ m²
11. **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

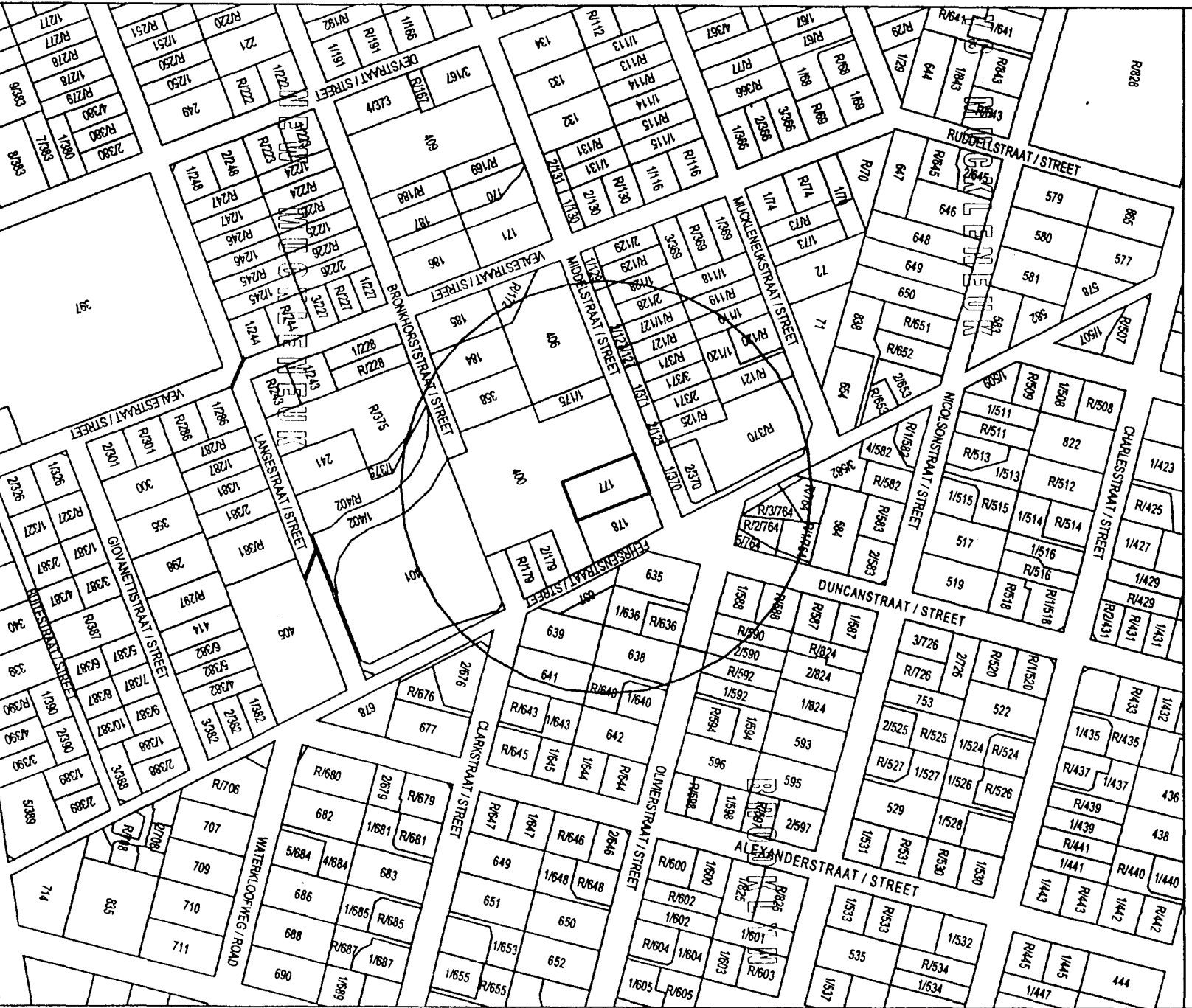
DATE

NAME IN PRINT

ERF 177, NIEUW MUCKLENEUK

LOCALITY PLAN

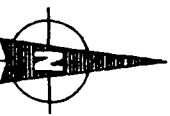
Example 1

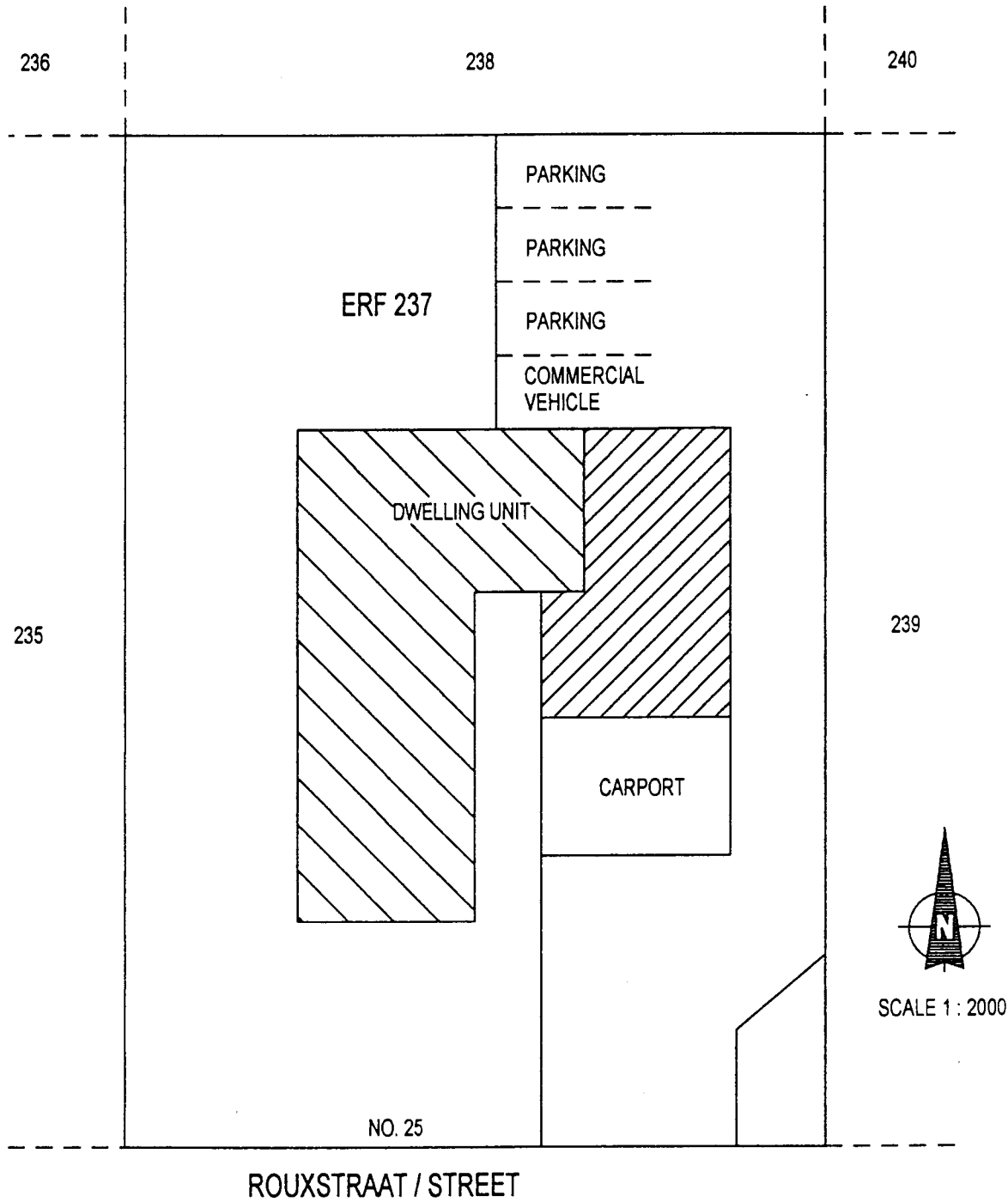


REFERENCE


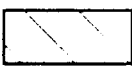
THE SITE

SCALE 1 : 5000





SITE PLAN: OF ERF 237, WONDERBOOM

	HOME UNDERTAKING (GARAGE AND OUTBUILDINGS)	64 m ²
	DWELLING UNIT	165 m ²
	TOTAL FLOOR AREA OF STRUCTURES	<u><u>229 m²</u></u>

**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

AFFIDAVIT/DECLARATION

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.



R 1-00
REVENUE
STAMP

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 19 93

in the presence of the undersigned witnesses.

AS WITNESSES :

1. PSMT

JOE Public
JOE PUBLIEK

2. C.R. Botha