



POLOKWANE SPAZA AND TARVEN POLICY 2000 (AS AMENDED 2026)



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Policy Authority Notice: *This policy document must be read together with the Polokwane Municipal Planning By-Law in operation, the prevailing Land Use Scheme, the National Standard Draft By-Law for Township Economies (November 2024), the Business Act 71 of 1991, and the National Health Act 61 of 2003. In the event of conflict, national legislation prevails.*

1. DEFINITIONS

In this Policy, unless the context indicates otherwise, the following terms bear the meanings assigned below. Where a term is used but not defined herein, the definition in the Polokwane Municipal Planning By-Law in operation shall apply.

“APPLICANT” means an owner(s); or duly authorised person on behalf of the owner or property(ies); or land within the area of the municipality read with Section 45 of the Act who submits a land development application or combination of land development applications contemplated in Section 51 of this By-law. It also includes the municipality and organ of the state under who’s control and management of property(ies) or land falls in terms of the Local Government Ordinance; 1939 (Ord. 17 of 1939), or relevant legislation;

“AUTHORISED OFFICIAL” means a designated municipal employee authorised by the Municipal Council to exercise any power, function or duty as contemplated in Section 35(2) of the Act and as defined in Regulation 1 of the regulation to the Act;

“BY-LAW”: means the Polokwane Municipal Planning by-law in operation.

“MUNICIPALITY”: means the Polokwane Municipality as envisaged in section 155(1) of the Constitution, and as contemplated in the Polokwane Municipal Planning By-Law in operation.

“NON-COMPLIANCE” Any measurable or observable failure by an operator or owner to adhere to one or more conditions stipulated in a consent, approval, or provision of this Policy, a By-Law, or the Land Use Scheme, including but not limited to: exceeding permitted floor areas; operating outside approved hours; failure to maintain health and sanitation standards; failure to reside on premises; or conducting activities prohibited under this Policy.

“OWNER”: means a natural or juristic person registered in a deeds registry as contemplated in sections 1, 2 and 102 of the Deeds Registries Act as the Owner of Land or beneficial Owner in law where properties have been vested in and are under the control and management of the Municipality in terms of section 63 of the Local Government Ordinance, 1939 (Ordinance 17 of 1939).

“PUBLIC NUISANCE” Any act or omission arising from the operation of a Spaza Shop or Tavern that materially and unreasonably interferes with the health, safety, comfort, or convenience of persons in the surrounding neighbourhood. This includes, without limitation: excessive noise exceeding 65 dB during operating hours; uncontrolled waste or vermin; unlawful obstruction of public roads and pavements; and criminal activity on or immediately adjacent to the premises.

“RESIDENTIAL BUILDING” Means a building or part thereof, other than a Dwelling Unit, Guest House, Lodge, Hotel or Overnight Accommodation, that is designed for and used as a boarding house, hostel, commune or rooms to let where the rooms forming part of a residential building does not include any kitchen of their own. The residential building may however include a communal kitchen and dining facilities as well as other communal facilities such as a laundry or scullery for the exclusive use of its patrons

“SPAZA SHOP” means part of a Dwelling Unit, used mainly for the sale of consumable products including basic groceries (daily convenience goods), the preparation and sale of food, but excluding the sale of liquor and shall remain subservient to the main residential use on the Property and may not be operated as a Shop or Place of Refreshment. The Spaza Shop including its ancillary storage shall not exceed 30 m² total building floor area or 20% of the floor area of the Dwelling Unit. The residential use of the property remains the primary use.

“TAVERN” Means a building on a residential property designed and used for the purposes of selling and serving liquor, including home-brewed and artisanal (craft) beer, home distilled liquor and wine, other beverages and prepared food/snacks, to be consumed on the premises, which tavern floor area shall not exceed 50m² in extent, alternatively not more than 25% of the floor area of the dwelling unit on the same property: Provided that, with the special consent of the Municipality, this area may be increased, subject to such conditions as the Municipality may deem expedient. "Shebeen" shall have the same meaning.

“VULNERABLE PERSONS” Persons who, by reason of age (minors under 18 years), physical or mental disability, substance dependence, financial destitution, or other circumstances of vulnerability, are at heightened risk of harm from the operation of a Spaza Shop or Tavern. No business operations under this Policy may be conducted in a manner that places such persons at risk.

2. PURPOSE OF THE POLICY

This Policy is adopted to provide a structured, equitable, and legally sound mechanism through which Spaza Shops and Taverns across the Polokwane Municipal area are managed, registered, and regulated. It aims to achieve the following objectives:

- 1. Regulatory Compliance:** Ensure all Spaza Shops and Taverns comply with applicable national legislation, provincial regulations, municipal by-laws, and the Land Use Scheme in operation.
- 2. Public Health and Safety:** Protect the health, safety, and welfare of residents, patrons, and the general public from risks associated with informal commercial activity on residential properties.
- 3. Economic Empowerment:** Support the formalisation and sustainable development of the township economy and the informal sector, in alignment with national policy objectives including the National Standard Draft By-Law for Township Economies (2024).
- 4. Community Harmony:** Preserve the residential amenity, character, and social cohesion of neighbourhoods in which Spaza Shops and Taverns operate.
- 5. Procedural Fairness:** Establish clear, transparent, and merit-based application and evaluation procedures that are accessible to all prospective operators, including those operating in township, urban, and rural contexts.
- 6. Context Sensitivity:** Acknowledge and accommodate the distinct infrastructure, economic, and social realities of the Township, Urban, and Rural contexts within the Polokwane Municipal area.

Policy alignment statement

This Policy supports and gives effect to the National Standard Draft By-Law for Township Economies (gazetted November 2024), Business Act 71 of 1991, National Health Act 61 of 2003, Immigration Act 13 of 2002, the National Building Regulations and Building Standards Act, and the Polokwane Municipal Planning By-Law. It must be read and applied in conjunction with the Land Use Scheme in operation.

3. LEGISLATIVE FRAMEWORK AND DIRECTIVE

The regulation of Spaza Shops and Taverns within the Polokwane Municipal area is informed by, and must comply with, the following legislative framework:

Legislation	Relevance to the policy
Constitution of the Republic of South Africa, 1996	Section 152: objects of local government; section 155: establishment of municipalities. Basis for municipal regulatory authority.
National Standard Draft By-Law for Township Economies (November 2024)	Primary national framework for regulating township-based business operations, including Spaza Shops. Alignment is mandatory.
Business Act 71 of 1991	Governs the licensing of business premises. Business licence compliance is a condition of consent.
National Health Act 61 of 2003	Environmental health standards applicable to food preparation, storage, and hygiene.
National Building Regulations and Building Standards Act 103 of 1977	Structural and construction standards applicable to all business premises, including shipping container structures
Liquor Act (applicable Provincial legislation)	Governs the sale and serving of liquor; tavern operating hours (06:00–22:00) and liquor licence conditions
Immigration Act 13 of 2002	Restricts operation of Spaza Shops by non-compliant foreign nationals and asylum seeker permit holders

Local Government Ordinance 17 of 1939	Applicable to property and land under municipal control and management.
Polokwane Municipal Planning By-Law (in operation)	Land development application procedures, secondary rights framework, and scheme compliance requirements.
Polokwane Land Use Scheme (in operation)	Zoning classifications, permitted secondary uses, and specific scheme clause conditions.
Municipal Waste Management By-Law	Waste collection, disposal, and sanitation standards applicable to all business premises
Municipal Fire By-Laws	Fire safety standards, including storage of paraffin and flammable materials

4. APPLICATION OF THE POLICY

This Policy applies to **all Spaza Shops and Taverns (including Shebeens)** operating within the full jurisdictional boundary of the Polokwane Municipality, across all three designated operational contexts:

Township areas — including Seshego, Mankweng, and other designated township settlements;

Urban residential areas — formally developed residential neighbourhoods within the Polokwane urban core; and

Rural areas — dispersed rural communities within the outer municipal boundary

The Policy applies equally to new applications and to existing operations seeking regularisation or renewal of consent.

Any application for a Spaza Shop or Tavern must also comply with the conditions set out in the Land Use Scheme in operation and the applicable sections of the Polokwane Municipal Planning By-Law.

5. GENERAL APPLICATION REQUIREMENTS

Applications for consent to operate a Spaza Shop or Tavern constitute **secondary right applications** in terms of the prevailing Land Use Scheme. The following general requirements apply to all applications.

5.1 Eligibility Criteria

- Only the registered owner of the property may apply for the operation of a Spaza Shop or Tavern on that property.
- Be a South African citizen or, where not a citizen, be in lawful compliance with the Immigration Act 13 of 2002. No person who is a non-compliant illegal immigrant or asylum seeker permit holder not in compliance with the Immigration Act may operate a Spaza Shop or Tavern within the municipal jurisdiction;

- Reside permanently in the main dwelling unit on the subject property. Residing within the Spaza Shop or Tavern itself is strictly prohibited;
- Not simultaneously operate the same property as both a Spaza Shop and a Tavern/Shebeen or any other land use that the Municipality determines, in its sole discretion, may place any person in a vulnerable position or compromise public health and safety.

5.2 Structural and physical standards

- All business operations must be conducted from within a built-up structure that complies with the National Building Regulations and Building Standards Act.
- If a shipping container is used to operate a Spaza Shop or Tavern, it must comply fully with the National Building Regulations and Building Standards Act and all applicable municipal by-laws.
- The operation of any Spaza Shop or Tavern is strictly limited to within the boundaries of the subject property as indicated on the approved Surveyor General's plan or approved site plan. No operation shall be permitted on public pavements, in road reserves, or on adjacent properties.

6. PROCEDURAL PRINCIPLES

The following procedural principles govern the consideration of all applications under this Policy:

- 6.1 The primary residential use of the subject property must remain the predominant use at all times. Any consent granted under this Policy creates a secondary use right only.
- 6.2 All applications are considered individually on their merits. The submission of an application does not confer any right to approval, and no legitimate expectation of approval arises from the submission of a complete application.
- 6.3 The Municipality reserves the right to impose any conditions it deems appropriate, prior to and after the granting of consent, to protect the health, safety, and amenity of the surrounding community.
- 6.4 All evaluations shall be conducted without unfair discrimination and in accordance with the principles of administrative justice as enshrined in the Promotion of Administrative Justice Act 3 of 2000 (PAJA).
- 6.5 No person who is not in lawful compliance with the Immigration Act 13 of 2002 shall be permitted to operate a Spaza Shop or Tavern within the municipal jurisdiction.
- 6.6 The granting of consent under this Policy does not exempt the operator from compliance with any other applicable legislation, by-law, regulation, or standard.

7. CONDITIONS APPLICABLE TO SPAZA SHOPS

The following standard conditions shall apply to all consents granted for the operation of a Spaza Shop..

TABLE 7.1. STANDARD SPAZA SHOP APPROVAL CONDITIONS

Ref	Condition	Standard requirements
7.1.1	Floor area limit	Total floor area (including ancillary storage) shall not exceed 30m ² or 20% of the dwelling

		unit floor area, whichever is the lesser.
7.1.2	Parking provision	A minimum of one (1) designated parking space shall be provided on the subject property.
7.1.3	Primary residential use	The primary use of the property shall remain residential at all times. The Spaza Shop constitutes a secondary use only.
7.1.4	Prohibition on liquor sales	No liquor, alcoholic beverages, or hazardous substances may be sold or stored on the premises. Exception: paraffin may be sold in small containers only, subject to Fire By-Laws.
7.1.5	Prohibition on sleeping/washing	No person may sleep, bathe, or wash on the Spaza Shop premises.
7.1.6	Public nuisance prevention	The Spaza Shop shall not cause or contribute to any public nuisance, including noise, odours, or disturbance to the neighbourhood.
7.1.7	Operations within property boundaries	All operations are restricted to within the approved property boundaries as per the Surveyor General's plan. No operations on pavements or road reserves.
7.1.8	Trading hours	Trading hours shall comply with applicable municipal by-laws and be specified in the approval conditions.
7.1.9	Building compliance	The business must be conducted from a structure complying with National Building Regulations.
7.1.10	Business license	A valid business licence must be obtained from the Local Economic Development Department before commencement of operations and must be maintained and displayed throughout the operational period.
7.1.11	Hygiene and pest control	The premises must be kept clean at all times. Waste must be stored in a manner that does not attract rodents or pests. No flies, cockroaches, or mice shall be permitted to breed on the premises.
7.1.12	Advertising signage	Advertising signs shall not exceed 600 mm × 450 mm in dimensions
7.1.13	Noise levels	All operations shall be conducted so as not to exceed 65 dB at the property boundary during approved operating hours.

7.1.14	Waste management	A documented waste collection schedule must be in place. No open burning of refuse is permitted
7.1.15	Municipal conditions	The Municipality may impose, vary, or remove any additional condition it deems fit, prior to or after the granting of consent, as circumstances require.

TABLE 7.2. STANDARD TAVERN OR SHEBEEN APPROVAL CONDITIONS

The following standard conditions shall apply to all consents granted for the operation of a Tavern or Shebeen.

Ref	Condition	Standard requirements
7.2.1	Floor area limit	Total floor area (including ancillary storage) shall not exceed 50m ² or 25% of the dwelling unit floor area, whichever is the lesser.
7.2.2	Parking provision	A minimum of one (1) designated parking space shall be provided on the subject property.
7.2.3	Primary residential use	The primary use of the property shall remain residential at all times.
7.2.4	Residential amenity	The residential amenity, health, safety, and character of the surrounding area shall not be disturbed.
7.2.5	Trading hours	Trading hours shall be limited to 06:00–22:00 daily, as determined by applicable Liquor Act provisions.
7.2.6	Structural compliance	All selling, serving, and consumption of liquor and food shall be conducted within a structure complying with National Building Regulations.
7.2.7	Advertising signage	Advertising signs shall not exceed 600 mm × 450 mm in dimensions.
7.2.8	Ablution facilities	Functional gender-segregated ablution facilities must be provided within the property boundaries.
7.2.9	Liquor license	A valid business licence must be obtained from the Provincial Liquor Board or relevant authority before commencement of operations and must be prominently displayed on the premises at all times.

7.2.10	Noise management	Maximum noise levels: 65 dB during operating hours; 60 dB after 21:00. Music and entertainment volumes shall be regulated accordingly.
7.2.11	Hygiene and pest control	The premises must be kept clean at all times. Waste must be stored in a manner that does not attract rodents or pests. No flies, cockroaches, or mice shall be permitted to breed on the premises.
7.2.12	Security plan	A written security and conflict management plan must be in place, including age verification protocols (no service to persons under 18) and incident reporting procedures.
7.2.13	Emergency procedures	Documented emergency contact protocols and an evacuation procedure must be maintained on-site and available for inspection.
7.2.14	Waste management	A documented waste collection schedule must be in place. No open burning of refuse is permitted.
7.2.15	Municipal conditions	The Municipality may impose, vary, or remove any condition it deems fit, due to changed or unforeseen circumstances, prior to or after the granting of consent.

8. CRITERIA FOR EVALUATION OF APPLICATIONS

All applications shall be evaluated by the Municipal Evaluation Committee in accordance with the following criteria. Each factor is weighted and considered holistically; no single criterion is automatically determinative. **(Refer to Annexure A).**

9. ADMINISTRATIVE ARRANGEMENTS

9.1. Automatic Lapsing of Consent

Consent granted under this Policy shall automatically lapse if:

- The occupancy certificate is not obtained within 180 days of the date of consent;
- Any or all of the approval conditions are not met; or
- The Council determines, on reasonable grounds, that any of the following circumstances have arisen:
 - a. The residential amenity, health, safety, or character of the area is being materially disturbed;
 - b. The owner no longer resides permanently on the premises;
 - c. The approved hours of operation are being violated; or
 - d. Any conditions or stipulations of the prevailing Land Use Scheme or this Policy are being violated.

9.2. Community reporting mechanism

The public, community structures, ward committees, the South African Police Service, and any interested party may report non-compliance to the Municipality through designated channels. The Municipality shall investigate all credible complaints and communicate the outcome to the complainant.

10. NON-COMPLIANCE, OFFENSES AND ENFORCEMENT

10.1. Offenses

1. Any person who establishes or operates a Spaza Shop without valid consent granted under this Policy shall be served with a notice in terms of the contravention clause of the prevailing Land Use Scheme, requiring cessation of the use and restoration of the property to its approved land use.
2. The Municipality may revoke consent granted under this Policy where the land or building is used contrary to the Land Use Scheme, the Planning By-Law, or the conditions stipulated in the approval.
3. Any person who knowingly provides false or misleading information in support of an application under this Policy commits an offence and any consent granted on the basis of such information is void ab initio.
4. The operation of a Tavern without a valid liquor licence constitutes an offence under applicable liquor legislation and shall be reported to the Provincial Liquor Board.

10.2. Monitoring and Inspection schedule

TABLE 10.2. COMPLIANCE INSPECTION SCHEDULE BY CONTEXT

Context Inspection	Year 1 Frequency	Year 2+ Frequency	High-Risk / Complaint Cases
Urban	Monthly (first 3 months), then quarterly	Bi-annually	Quarterly (indefinitely)
Township	Quarterly	Bi-annually	Quarterly
Rural	Semi-annually	Annually with community verification	Semi- Annually

10.3. Tavern Compliance Monitoring Checklist

- ☐ Municipal services (water, electricity, sewer) active and accounts in good standing
- ☐ Parking arrangements functional and compliant
- ☐ Noise compliance verified (decibel measurement for taverns)
- ☐ Health and safety standards maintained (waste, sanitation, food storage)
- ☐ Signage within approved dimensions and compliant with municipal advertising guidelines

- ☐ Neighbour complaints status reviewed and addressed
- ☐ Liquor licence (taverns) current, valid, and prominently displayed
- ☐ CCTV and security operational (taverns with capacity exceeding 30 persons)
- ☐ Occupancy certificate on premises and available for inspection
- ☐ Owner residency on property confirmed

11. REVIEW

This Policy shall be reviewed every five (5) years from the date of adoption, or earlier if any of the following circumstances arise:

- Amendment of applicable national or provincial legislation materially affecting the regulation of Spaza Shops or Taverns;
- Amendment of the Polokwane Municipal Planning By-Law or Land Use Scheme in a manner affecting the provisions of this Policy;

12. REPEAL OF PREVIOUS POLICY AND CITATION

- This Policy repeals and replaces the "*Policy Document, Revised Policy on Spaza and Taverns, 2000*" in its entirety.
- This Policy shall be known and cited as the "**Polokwane Spaza and Tavern Policy 2000 (As Amended 2026)**"

ANNEXURES

Secondary Right Application: Spaza Shop / Tavern

Tick on the type of application applied for below:

☐ SPAZA SHOP APPLICATION

☐ TAVERN / SHEBEEN APPLICATION

ANNEXURE A: Application Evaluation Criteria (for office use only)
ANNEXURE B: Motivation for The Application
ANNEXURE C: Spaza Shop Details Checklist
ANNEXURE D: Tavern/Shebeen Details Checklist
ANNEXURE E: Applicant's Declaration

ANNEXURE A: APPLICATION EVALUATION CRITERIA (for office use only)

A minimum score of 70 out of 100 points is required for an application to qualify for approval. Attaining the minimum threshold score does not, however, guarantee approval. Full compliance with all mandatory conditions is independently required. An application that meets the minimum score threshold but fails a mandatory condition will be refused with written reasons identifying the specific deficiency and, where possible, the steps required to remedy it.

Evaluation Criterion	Key Considerations	Weight (%)	Max Score
Compliance with Land Use Scheme	Is the proposed secondary use permissible under the prevailing zoning? Does it comply with all applicable scheme clauses?	15	
Compliance with Planning By-Law	Is the application procedurally complete? Does it satisfy all By-Law requirements for secondary right applications?	15	
Residential amenity impact	Will the operation materially disturb the residential character, safety, or amenity of the area? What do objections from neighbors indicate?	10	
Health and safety compliance	Does the application demonstrate adequate sanitation, waste management, food safety, fire safety, and structural compliance?	5	
Applicant eligibility	Is the applicant the registered property owner? Is residency on the property confirmed? Is the applicant in lawful compliance with immigration requirements?	15	

Physical and structural suitability	Does the proposed structure meet size limitations? Does it comply with National Building Regulations?	10	
Proximity to sensitive uses	Is the proposed Tavern located an appropriate distance from schools, places of worship, medical facilities, and other sensitive land uses?	5	
Community support or objection	What is the nature and volume of community support or objection? Have objections been adequately addressed by the applicant?	10	
Infrastructure adequacy	Are water, sanitation, waste management, and electricity arrangements adequate for the context?	10	
Economic benefit	Does the proposed business contribute to local economic development and employment in the area?	5	

ANNEXURE B: MOTIVATION FOR THE APPLICATION

This Annexure is the most important part of your application. Write in full sentences. Explain WHY the Municipality should approve your application. Use the prompts in each field to guide your draft.

1. Need for the Business in the Area

Describe the need for this business. How far is the nearest shop/tavern? How will your business fill a gap in services for local residents?

[Write here: e.g. The nearest shop serving residents of this area is located approximately ____ km away. Residents must travel by taxi/on foot to access basic goods. This proposed spaza shop will provide convenient access to bread, milk, and household goods within walking distance for approximately ____ households in the surrounding streets.]

2. Benefit to the Local Community

Explain how residents will benefit. Think about: affordable prices, walking distance, extended trading hours, specialised goods.

[Write here: e.g. The business will benefit the community by providing affordable goods within walking distance. The extended operating hours from ____ to ____ will serve residents who work irregular hours.]

3. Local Economic Development and Employment

State how many people will be employed. Will you use local suppliers? Will you support other small businesses?

[Write here: e.g. The business will create ____ job(s). I will employ people from the local community. I intend to source goods from local wholesalers/suppliers where possible.]

4. Suitability of the Property

Explain why this property is suitable for the proposed use. Consider: size, location, access, parking, distance from neighbours.

[Write here: e.g. The property is ____ m² in extent, which provides sufficient space for the proposed shop as well as one parking space. The property is located on a residential street with pedestrian access from the main road. The shop will be at least ____ metres from the nearest neighbour's dwelling.]

5. Water Supply

Describe how you will ensure a reliable and clean water supply for the business at all times:

[Write here: e.g. how is water supplied the property (Municipal connection, borehole, water tank/jojo, communal standpipe or any other water supply). Mention capacity]

6. Sanitation

Describe how the sanitation system will be maintained and how health and hygiene will be ensured:

[Write here: e.g. Sanitation is provided by two VIP toilets at the rear of the property, one designated for male patrons and one for female patrons. The toilets are emptied monthly by a private contractor and are cleaned daily by the business operator.]

7. Solid Waste Management

Explain how you will prevent littering, rodents, flies, and environmental pollution from waste generated by the business:

[Write here: e.g. All waste will be stored in sealed bins to prevent rodents and flies. Bins will be washed weekly with disinfectant. No food waste will be left exposed overnight. The premises will be swept and cleaned daily. Refuse will be collected by the municipality every Thursday.]

8. Stormwater and Drainage

Explain how stormwater will be managed on and around the property to prevent flooding and stagnant water:

[Write here: e.g. The property is graded to allow stormwater to drain to the municipal stormwater drain at the road kerb. No surfaces will be covered in a way that blocks natural drainage. No stagnant water will be allowed to accumulate on the premises.]

9. Environmental Health Compliance

Describe the steps you will take to ensure public health safety on the premises:

[Write here: e.g. The premises will be inspected by the Municipal Health Department before trading begins. Food items will be stored on shelves above ground level to prevent contamination. All surfaces in contact with food will be cleaned with approved sanitisers daily.]

ANNEXURE C: SPAZA SHOP (Complete this section only if applying for a Spaza Shop)

Tick each item below to confirm compliance. Where a tick box is followed by a field, explain HOW you will comply.

1. Residential Character

☐	The primary use of the property will remain residential	The dwelling must continue to be used as a home. The shop is secondary
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2. Owner Occupation

☐	I am the registered owner of the property	Attach proof of ownership
☐	I reside (live) on the property	You must live on the property to qualify or a household member with proof/affidavit declaring that

3. Floor Area Compliance

	Proposed shop floor area (m ²)	Must not exceed 30 m ² or 20% of dwelling [See Clause 37 form]
☐	The proposed floor area complies with the Policy	Confirm that your calculation is within limits

4. Building and Structure

☐	The structure complies with National Building Regulations	[Describe the structure below]
	Type of structure proposed	[e.g. brick room addition / converted garage / shipping container]

If a shipping container will be used, explain how it will comply with building standards (ventilation, fire safety, etc.):

[Describe structure and building compliance here]

5. Parking

☐	At least one (1) on-site parking space is provided	[Mark the parking space on your site plan]
	Location of parking space on property	[e.g. in front of gate / on the left side of the driveway] <u>parking must be provided within the property not on the sidewalk</u>

6. Nuisance Prevention

Measures to prevent noise and public nuisance	<i>[e.g. no outdoor music / trading hours limited to ____ to ____ / no loitering outside]</i>
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7. Trading Restrictions — Tick to confirm:

☐	No liquor will be sold from the Spaza Shop	<i>[Spaza shops may NOT sell alcohol under this Policy]</i>
☐	No person will sleep or reside inside the Spaza Shop	<i>[The shop is for trading purposes only]</i>

8. Waste Management

Waste storage method	<i>[e.g. refuse bins with lids kept at the rear of the property]</i>
Refuse collection arrangement	<i>[e.g. municipal collection every Monday / private contractor weekly]</i>
Measures to prevent rodents, flies and pests	<i>[e.g. sealed bins, no food waste left exposed, regular cleaning]</i>

9. Business Licence

☐	I undertake to obtain a business licence from LED Department prior to trading	<i>[Required before the business may open]</i>
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ANNEXURE D: TAVERN / SHEBEEN (Complete this section only if applying for a Tavern)

Tick each item below to confirm compliance. Where a tick box is followed by a field, explain HOW you will comply.

1. Residential Character

☐	The primary use of the property will remain residential	The dwelling will continue to be used as a home. The tavern is secondary.
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2. Ownership

☐	I am the registered owner and will personally operate the Tavern	The Policy requires the owner to be the operator
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3. Floor Area Compliance

Proposed tavern floor area (m²)	Must not exceed 50 m² or 25% of dwelling [see Clause 37]	
☐	The proposed floor area complies with the Policy	Confirm your calculation is within limits

4. Building Compliance

Type of structure proposed	<i>[e.g. room extension / converted outbuilding]</i>	
☐	The building will comply with National Building Regulations	Attach building plans if available

5. Parking

☐	At least one (1) on-site parking space is provided	Mark the parking space on your site plan
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6. Residential Amenity

How will health and safety of neighbours be protected?	<i>[e.g. crowd control measures, no loud music after 22:00]</i>
How will the character of the residential area be maintained?	<i>[e.g. no signage larger than required, landscaping / screening]</i>

7. Trading Hours

Proposed operating hours	<i>[Must be between 06:00 and 22:00 only]</i>	
☐	I confirm the Tavern will not operate outside 06:00 – 22:00	<i>[Operating hours must be in line with relevant liquor laws]</i>

8. Ablution Facilities

☐	Separate ablution facilities for males and females are provided on site	<i>[Toilets must be on the property — describe below]</i>
Type and location of ablution facilities	<i>[e.g. two separate flush toilets at the rear of the property / one VIP toilet for each gender]</i>	

9. Liquor Licence

☐	I undertake to obtain a Liquor Licence from the relevant Liquor Board prior to trading	A Liquor Licence is required by law
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ANNEXURE E: APPLICANT'S DECLARATION

I, the undersigned, hereby confirm the following:

1. All information provided in this Motivational Memorandum is true and correct to the best of my knowledge.
2. This application complies with the Polokwane Spaza and Tavern Policy 2000 (As Amended 2026).
3. The proposed use will not negatively impact the surrounding area or the health, safety, or amenity of neighbouring residents.
4. I undertake to comply with all conditions imposed by the Municipality upon approval of this application.
5. I understand that trading without the required approvals, licences, and permits is unlawful and may result in closure of the business.
6. I respectfully request the Municipality to approve this application.

Signature of Applicant:

Date:

Full Name (Print):

Contact Number:

FOR OFFICIAL USE ONLY

Application Reference No.	Date Received	Received By
_____	_____	_____