

Establishment	Total size of developed area	Total number of guest bedrooms	FACILITIES ON OFFER TO GUESTS (Mark with an X)		
			Conferencing	Spa's	Other (Specify)
Bed & Breakfast					
Guest House					

DOCUMENTS TO ACCOMPANY THIS APPLICATION

1. Copy of Identity Document of applicant
2. One copy each of all Municipal accounts (water, electricity, rates – not older than 3 months)
3. Certified copy of business license
4. Certified copy of registration with member association
5. Certified copy of Special Consent approval from the Municipal Town Planning Department
6. Certified copy of Constitution of establishment

QUALIFYING CRITERIA

- a) The owner of the property must permanently reside on the property. In the case of a Company, Close Corporation or Trust being the registered owner, at least one member / director thereof must reside permanently on the property, subject to any of the members of such Companies, Close Corporation and Trusts not being a member of another Company, Close Corporation or Trust that owns a Bed & Breakfast establishment or a Guest House;
- b) The Bed & Breakfast / Guesthouse must be registered with a properly constituted organization/s as may be approved by the Municipality from time to time;
- c) The Bed & Breakfast / Guesthouse must offer accommodation and dining facilities only to registered guests. Establishments which, in addition, offer conferencing, spa's, hair salons etc, will not qualify;
- d) The applicant must provide details of the establishment in respect of total size of developed property, total number of rooms, and facilities available to guests. This will be required to be certified by the member Association;
- e) An annual application must be made by 30 April preceding the start of the new financial year for which relief is sought;
- f) A business License in terms of the "Accommodation Establishment Bylaws" must accompany this application.

FOR OFFICE USE ONLY

Date received by Council: _____ Name of Receiving Official: _____

Signature of Receiving Official: _____