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## FIVE EASY STEPS TO OPENING A BED & BREAKFAST IN JOHANNESBURG

[\(www.joburg.org.za/content/view/417/58/\)](http://www.joburg.org.za/content/view/417/58/)

### Step 1

- Check your Title Deed to ascertain whether or not your property qualifies for the relevant business rights.
- To determine the current zoning of your property take a copy of the Title Deed to the GIS Information Counter on the 8th Floor of Block A at the Metro Centre, situated at 158 Loveday Street, Braamfontein.
- No information is given over the phone so you must visit in person.

### Step 2

- Once you have determined the zoning of your property you must visit the Town Planner responsible for your area.
- Planners are available at the Metro Centre from Monday to Friday between 08:00 and 13:00.

### Step 3

- The Town Planner will let you know whether you need to apply for Consent Use or the Re-zoning of your property.
- Collect the relevant application form (either for Consent Use or Re-zoning) from the Registration counter on the 8th Floor of the Metro Centre A Block.
- The application form will state what additional documentation you need to include.
- At this point you should employ a registered Town Planning Consultant to help you with the application process.

### Step 4

- After approximately 60 days the Land Use Management Department will let you know the outcome of your application.
- Your property is likely to be inspected at this stage and you are required to advertise to state your intention of establishing a B&B on your property.
- Assuming that there are no objections, your application will be finalised within 6 to 12 months. However, should you face objections from any party you will be required to attend a hearing with the City of Johannesburg.
- You should abstain from any building renovations until your application has been approved.

### Step 5

As well as gaining approval from the City of Johannesburg to establish a B&B you must get the following:

#### **Conference Facilities:**

Many B&B owners wish to offer conference facilities, however, B&B's and conference facilities fall under different legislation and require different zoning. If you wish to offer conference facilities you must apply to have your property re-zoned.

#### **Costs:**

*Application Costs* – R443 for Consent Use and R2500 for Re-zoning

*Fire Clearance* – R149

*Certificate of Acceptability* – Free

*Business License* – R385

*Health Permit* – R630

\* costs may change without prior notice.

## Bed and breakfast (B&B)

Noun. Accommodation in a privately-owned home where the owner/manager lives on the property; where breakfast is served and the guest shares the public areas with other guests and/or the host family.

*It is strongly recommended that you develop a business plan for your B&B before following the steps outlined in this brochure. There are many organisations that can help you to develop a business plan. Two such organisations are:*

### The Business Place

- Tel: (011) 836 9000
- e-mail: [hola@me.co.za](mailto:hola@me.co.za)

### The Tourism Enterprise Programme [TEP]

- Tel: (011) 804 5750
- [www.tep.co.za](http://www.tep.co.za)

### Useful contacts:

Institute of Town Planners

- [www.saplanners.org.za](http://www.saplanners.org.za)

Requirement	Required by	Obtainable from
<i>Fire Clearance Certificate</i>	All B&B's	Local Fire Department
<i>Public Health Permit</i>	All B&B's	Environmental Health Department
<i>Certificate Of Acceptability</i>	B&B's that will be preparing meals	Environmental Health Department
<i>Business License</i>	B&B's that will be preparing meals	Environmental Health Department
<i>Building Approval</i>	B&B's that plan to do any building alterations or additions	Development Management Department
<i>Liquor License</i>	B&B's that will be serving alcohol	Gauteng Liquor Board

### Johannesburg Tourism Company

- 195 Jan Smuts Avenue, Parktown North
- Tel: (011) 214 0700
- [www.joburgtourism.co.za](http://www.joburgtourism.co.za)

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