



Please select which Certification you wish to apply for:

- APPLICATION FOR A CERTIFICATE OF ACCEPTABILITY FOR **FOOD PREMISES** – Regulation 638
 APPLICATION FOR A CERTIFICATE OF ACCEPTABILITY FOR **MILKING SHEDS** – Regulation 961

A. PERSON IN CHARGE:

Details of the person in whose name the Certificate of Acceptability must be issued.

Surname		
First name (s)		
I.D. / Passport Number		
	Copy of RSA identification document attached.	
	Copy of valid passport attached, if applicable.	
	Copy of Valid Temporary Work permit to be attached, if an immigrant or asylum seeker.	
	Copy of the Company / Close Corporation Registration Certificate indicating all Directors / members and addresses attached, if applicable.	
Postal address		
Residential address		
Tel No: Business		
Tel No: Residential		
Cell No:		
E-mail:		
City Business Partner Number:		

B. PARTICULARS OF FOOD PREMISES / MILKING SHED / OWNER OF VEHICLE:

Name of Food Premises /Farm/ Business/Transporter/ Trading Name (if any)		
Physical Address (Food Premises, Farm or Transporter)	Building Name (if applicable)	
	Shop Number (if applicable)	
	Floor level (if applicable)	
	Street Name and Number	
	Suburb	
	Erf Number (if applicable)	

Postal Address (Food Premises, farm or Transporter)		
Vehicle(s) to be used for the transporting of Perishable/ Prepacked Foodstuffs [Regulation 3(1)(a) and 14(6)(a)]	Registration Number	
	Registration Number	
	Registration Number	
	Registration Number	
	Registration Number	
Areas where food is transported to:		
Type of Food Premises/Milking Sheds (e.g. building, vehicle, stall) [R638 - Regulation 3(1)(a)], [R961 – Regulation 2(1)]		
Webpage, if applicable		
GPS Co-ordinates, if available		

If the following are not situated on the food premises, note the address or describe the location thereof:

	Erf No.	Address
Sanitary (toilet) facilities		
Cleaning facilities (wash basins for facilities)		
Hand washing facilities		
Storage facilities for food/facilities		
Preparation premises:		

FUEL BURNING EQUIPMENT:

Indicate any fuel burning equipment being used and the fuel source.

<input type="checkbox"/> Hot Water Boiler	
<input type="checkbox"/> Air Heater	
<input type="checkbox"/> Oven (other than electrical)	
<input type="checkbox"/> Smoke Box	
<input type="checkbox"/> Wood burning Pizza Oven	
<input type="checkbox"/> Tikka oven (brick installation under fixed extraction)	
<input type="checkbox"/> Commercial Braai (under fixed extraction)	
<input type="checkbox"/> Commercial Fireplace	

Please indicate if a backup source of electricity is available?

If a backup source of electricity is available indicate the type (UPS, Generator, Solar etc.)

C. FOOD CATEGORY:

C1. List and describe the **food items** or nature or type of food involved:

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C2. In the case of **Milking sheds** indicate the maximum number of milk animals to be milked?

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D. QUANTITIES OF FOOD TO BE HANDLED PER DAY:

Indicate envisaged production output or number of persons to be catered for:

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E. NATURE OF HANDLING:

List and describe what your activities will entail (e.g. preparation, packing, processing or storage):

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F. STAFF:

Number of persons employed or to be employed:

Males		Females		Total	
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G. PARTICULARS OF EXEMPTION BEING APPLIED FOR: [R638 - Regulation 14(1)] [R961 - Regulation 12]

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H. DESCRIPTION & PLAN OF PREMISES:

Attached to this application, a lay out plan of the premises, drawn on scale **1:50 or 1:100**, which indicates the designation of the various areas and position of all equipment. (If applicable)

I. PARTICULARS OF APPLICANT: (If not also the person in charge)

Name		
Capacity (e.g. owner, managing director, manager)		
I.D. / Passport Number		
	Copy of RSA identification document attached.	
	Copy of valid passport attached, if applicable.	
	Copy of Resident documentation attached, if an immigrant.	
	Copy of the Company / Close Corporation Registration Certificate indicating all Directors / members and addresses attached, if applicable.	
Postal address		
Residential address		
Tel No: Business		
Cell No:		
E-mail:		
City Business Partner Number:		

J. DECLARATION:

I declare that the abovementioned information is correct.

I understand that it is my legal responsibility and liability to ensure that this premises complies with all other legislation, Bylaws or regulations that may be applicable and that I understand the stipulations listed in **[R638 - Regulation 3(5)(c)] [R961 - Regulation 3(6)b.]**

The evaluation and the issuing of the Certificate of Acceptability is done based on conditions as presented at the time of inspection to the Environmental Health Practitioner.

Should conditions change as set out in **[R638 - Regulations 3 (5) - (10)], [R961- Regulation 4(1-4)]**, I am bound to re-apply for the premises to be re- evaluated for acceptability under these Regulations.

Date of application:

Signature of person in charge:

EXCITING DEVELOPMENT!

The City has developed an electronic online application and record system whereby applications and documents linked to below application types are enabled and stored. From 1 July 2024 applications for a Certificate of Acceptability for either a food premises or a milking shed may be submitted via the City's e-Services portal. If you are already registered on the City e-Services portal you can click here: <https://eservices.capetown.gov.za/irj/portal> to submit an application.

If you are not registered, follow the below guide to register.

How do I register for City e-Services?

- Log onto the CCT Website: www.capetown.gov.za.
- Go to City Connect
- Go to e-Services – then click on 'Register here'
- Complete all required information, including: - ID/ passport number
- Your unique email address
- Create your username.

What happens now?

- An email, including a temporary password, will be sent to you within 48 hours.
- Log in with the username you created and the temporary password provided.
- Change the temporary password to one of your choice.
- Complete the questionnaire and upload your ID documentation.
- Confirmation of registration will be sent to you by email

Navigate to the Environmental Health e-Services home page.

- Activate "**Environmental Health**"
- Within ±5 hours your profile will be activated and you will be able to apply for a **Certificate of Acceptability** via [e-Services](#).