



## **The Wilds Home Owners' Association**

**Req No: 2003/008761/08**

### **APPLICATION TO OPERATE A BUSINESS FROM WITHIN THE WILDS ESTATE**

An Estate Rule (Rules & Regulations [F] Good Neighbourliness and Use of Erven, point [2]), approved at the AGM of 28 January 2015, regarding businesses operated from home reads as follows:

“No business may be conducted from home without the written consent of the HOA. All owners/tenants wishing to conduct business from home have to apply to the HOA in writing. Such business operation must adhere to the criteria and conditions specified by the HOA and to local municipal by-law regulations. **The business area may not exceed a maximum of 60 square metres of constructed floor area.** Approval will be for a maximum of two years, after which a new application should be made to the HOA.”

Estate Management requires the following to be attached to this application:

1. A full business plan
2. Copy of the applicant's ID
3. Proof of physical address

#### **(A) Applicant Details**

1. NAME & SURNAME:
2. OWNER OR TENANT:
3. STAND NUMBER:
4. AREA IN THE WILDS:
5. FULL TITLE OR SECTIONAL TITLE:
6. MOBILE NUMBER:
7. E- MAIL ADDRESS:
8. SIGNATURE:
9. DATE:

**(B) INFORMATION REQUIRED BY THE HOA TO ASSESS THE APPLICATION:**

1. NAME OF BUSINESS:
2. NATURE / DESCRIPTION OF BUSINESS:  (Full business plan to be attached to this application)
3. OWNER / DIRECTOR OF BUSINESS:
4. BUSINESS E-MAIL ADDRESS:
5. BUSINESS TELEPHONE NO:
6. PROPOSED DATE OF COMMENCEMENT OF BUSINESS ACTIVITIES:  BUSINESS ACTIVITIES COMMENCED ON (date):
7. BUSINESS OFFICE HOURS:
8. BUSINESS DURING WEEKENDS: SATURDAYS YES / NO : SUNDAYS YES / NO
9. NUMBER OF EMPLOYEES ON PREMISES: OFFICE HOURS: : AD HOC:
10. ESTIMATED NUMBER OF VISITORS / CLIENTS / CUSTOMERS PER DAY:
11. PARKING FOR EMPLOYEES – DESCRIBE AND ATTACH A SKETCH (Please note: No vehicle may be parked on the side of the road, in the road or on the sidewalks.)
12. PARKING FOR VISITORS / CLIENTS / CUSTOMERS: DESCRIBE (Please note: No vehicle may be parked on the side of the road, in the road or on the sidewalks.)

13. SQUARE METRES OF BUSINESS AREA:
<p>14. STORAGE OF ANY PRODUCT / MATERIALS ON PREMISES: YES / NO</p> <p>IF YES, DESCRIPTION OF PRODUCTS:</p>          <p>WHERE PRODUCTS ARE STORED:</p>
<p>15. A TENANT APPLYING TO OPERATE A BUSINESS FROM WITHIN THE ESTATE NEEDS THE OWNER'S APPROVAL:</p> <p>OWNER'S NAME &amp; SURNAME: _____</p> <p>I, THE OWNER, AGREE THAT MY TENANT MAY APPLY TO OPERATE A BUSINESS FROM STAND: _____.</p> <p>I AM AWARE THAT, ACCORDING TO THE RULES OF THE ESTATE, THE BEHAVIOUR OF MY TENANT REMAINS MY RESPONSIBILITY.</p> <p>SIGNED: _____ DATE: _____</p>

**(C) BODY CORPORATE APPROVAL (applicable to sectional title units):**

<b>TOWNHOUSE COMPLEX NAME:</b>			
<b>NAME &amp; SURNAME OF:</b>		<b>SIGNATURE</b>	<b>DATE</b>
<b>CHAIRPERSON:</b>			
<b>VICE-CHAIRPERSON:</b>			
<b>SECRETARY:</b>			
<b>Managing Agent:</b>			
<b>COMMENTS BY BODY CORPORATE:</b>			

**(D) APPROVALS BY IMMEDIATE NEIGHBOURS (all adjacent and opposite properties):**

Name & Surname	Stand Number	Signature	Date	Comments

**(E) SECURITY COMMITTEE ASSESSMENT:**

**1. EFFECT ON COSTS TO THE ESTATE:**


**2. EFFECT ON SECURITY OF THE ESTATE:**


**3. EFFECT ON NEIGHBOURS:**


**4. RECOMMENDATION:**


**(F) SECURITY COMMITTEE RECOMMENDATION:**

SECURITY DIRECTOR:	APPROVED	REJECTED	DATE	SIGNATURE
MEMBER OF THE SECURITY COMMITTEE	APPROVED	REJECTED	DATE	SIGNATURE

**(G) AESTHETICS COMMITTEE RECOMMENDATION:**

AESTHETICS DIRECTOR:	APPROVED	REJECTED	DATE	SIGNATURE
MEMBER OF THE AESTHETICS COMMITTEE	APPROVED	REJECTED	DATE	SIGNATURE

**(H) BOARD OF DIRECTORS APPROVAL:**

CHAIRMAN:	APPROVED	REJECTED	DATE	SIGNATURE
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