

For attention:
The Committee | Canal West HOA
Per email: admin@canalwest.co.za



APPLICATION FORM

CONDUCTING A BUSINESS FROM A CANAL WEST RESIDENCE

Important:

- * The Canal West HOA and Committee adhere to the Canal West Constitution and Conduct Rules. For your ease of reference, the applicable points relating to this matter are included at the end of this form.
- * Only the Home Owner can apply for approval from the Committee to run a business from a Canal West residence - not a family member, tenant, rental agent, etc.
- * As this community is a residential area, conducting a business from a residence will only be considered if the Home Owner is residing in the property - not occupied by family member, tenant, etc., and also not if not occupied at all (only used for business purposes).

Home Owner - name and surname:	
Erf number and Canal West address:	

Are you residing in the property yourself?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will you continue residing in the property - whilst conducting a business from there?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is this business already being conducted from this address, or is this the approval for a planned business (only to be conducted if approved)?	Business already at this address	<input type="checkbox"/>	Planning a business at this address	<input type="checkbox"/>

Please explain the kind of business <i>(Kindly attach your business plan)</i>	
Activities planned at this address? <i>(Kindly attach your marketing brochure or something that explains your services)</i>	

Will you have any employees working for you at this address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, the number of employees?				
If yes, what will the role/s of the employee/s be?				
If yes, how will you deal with the employees' parking needs?				

Will any clients, business associates or service providers visit your premises?	
If yes, how will you deal with this parking need?	

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What will your operating hours be?

Please specify operating days and hours

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Will you require any Council or other Body certification/clearance to work from this premises or to conduct your business?

Yes

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No

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If yes, what certification/clearance is required from which Council/Body?

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Will you use any machinery or equipment that will make a noise?

Yes

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No

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If yes, please provide more information?

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Will you use any hazardous material, substance or equipment that will put your neighbours or our community at risk?

Yes

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No

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If yes, please provide more information?

--

Is your business a legal entity and trades with a registered name?

Yes

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No

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Inspection by SAPS/LE/SARS/SARB cannot be tolerated

If yes, please provide registration number

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If no, please provide more information?

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If your business is or will be a short-term rental, holiday accommodation, room for rent or anything similar, please also answer the following questions

(If not, please initial the bottom of this page and read and sign page 3)

Are/Will you as the Home Owner be at this address 24/7 whilst the "guests" are there?

Yes

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No

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If not, what is your plan?

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Where do/will you advertise to get bookings?

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What "guest" vetting process do you or will you follow pre-booking?

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How many "guests" do/will you accommodate at a time?

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How do/will you deal with the "guests" parking needs?

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Nr of days per month you do/will accommodate "guests"?

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Do/Will you have "house rules" for "guests" in terms of "do's & don'ts"?

Yes

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No

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Please attach a copy for our perusal

How do/will you deal with the issue and risk of key duplication?

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How do/will you deal with the change of alarm codes?

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**CANAL WEST HOA | APPLICATION FORM | CONDUCTING A BUSINESS FROM A
CANAL WEST RESIDENCE (continued)**

All applicants

Is there anything else relating to the business you are operating or wish to operate that you would like to bring to the Committee's attention?

Declaration and Signature

I confirm that the information provided is true, accurate and complete - I am not withholding any information.

I confirm that I am aware of the Canal West Home Owners Association's Constitution and Conduct rules, which states the following in terms of conducting a business from a Canal West residence:

Canal West HOA Constitution and Conduct rules:

The Canal West HOA's Constitution and Conduct rules clearly state that no business may be conducted from a Canal West residence without the prior approval from the Committee.

"16. No Member shall conduct any profession, business or home industry from his/her erf without the prior approval in writing of the Committee. (The Committee is unlikely to permit any trade or business involving visits by a significant number of clients or customers, the regular delivery of goods to or from the Development, requiring extensive changes to the structure or layout of the building on the erf concerned, or which involves any organic or chemical substance or any other aspect which may cause disturbance or intrude upon the privacy of Members.)"

The Canal West HOA's Constitution and Conduct rules further state that the Committee is entitled to source Legal representation to protect or defend the Association, and that the Legal cost will be for the account of the Member (Home Owner) concerned.

"7.2 Without in any way limiting the generality of the foregoing, the Committee shall be entitled to:

7.2.8 sue and to defend actions in the name of the Association and to appoint legal representatives for this purpose;

8.5 The Association shall be entitled to recover all costs incurred and arising from any legal proceedings from the Member concerned (or from the guest or tenant of such Member) on the scale as between attorney and client, including tracing fees and collection commission."

Signed at on 2020

Signed by
Home Owner's name and surname

Home Owner's signature

If property is registered in more than one Home Owner's name, second Home Owner must please co-initial each page, and sign below

Signed by
Home Owner's name and surname

Home Owner's signature