



RUNNING A BUSINESS AT THE COVES

1. Today many people work from home or have an office at home. The rules at The Coves require that **ALL** businesses must be registered with the Estate office. Your board must take the nature of our Estate (residential) into account and ensure that your business does not detract from this, create additional security risks, or impact on our facilities and infrastructure.
2. We have been advised by our appointed town planner that, in terms of Madibeng by-laws, all businesses have to apply for rezoning or consent of use as a business instead of residential 1, our current zoning. (A copy of this letter is available from the Estate office)
3. Consent given by the Governing Body to run a business does not remove the requirement outlined in point 2 above.
4. Our current rule is below for reference:
 - 1.2 *No business activity may be conducted at a unit of The Coves, unless the written consent of The Coves Governing Body has been obtained, which consent shall not be unreasonably withheld. The Governing Body will take into consideration if such activity will cause aggravation or nuisance to other residents. Residents and neighbours input will be taken into consideration in granting permission. In the event of a business requiring a license from any authority such license shall be obtained by the owner.*

If you need to apply for The Coves approval, please complete the application form attached to this mail.

Best Regards
The Coves Management



Application for HOA consent to run a business from your residence at The Coves

Name of Applicant:

Cove and Erf/Unit No:

Name of Business:

Details of business:

	Details of property:	Y/N
1	Do you own the home at The Coves where you plan to run a business from?	
2	If not, do you have permission from your landlord to run your business?	
3	Will your business occupy less than 30% of the total square meterage, or less than 60 sq. metres in total of the residence?	
4	Do you reside permanently in the house your business is run from?	
5	Is there adequate parking on your own property for your outside clients, if you have them.	
Count 1 point for every NO answer – total score		

	Details of Business:	Y/N
6	Will you have outside clients coming onto the Estate?	
7	Will your outside clients come onto the Estate outside of normal business hours?	
8	Will you have more outside clients than Coves clients?	
9	Will there any noise or disturbance (machinery, equipment) generated by your business?	
10	Will your business use the Coves facilities, i.e. Tennis court, swimming pool, clubhouse?	
11	Do you have employees in your business?	
Count 1 point for every YES answer – total score		

If your answer to 11 was Yes, please identify how many employees are involved in your business	
Is there anything else you would like to tell us, that relates to your business?	

If your total score is less than 4, then it may be approved by the Estate Manager without reference to the Board, but also subject to an overriding discretion to refer the matter to the Board despite the score.



However, if you answer NO to points 3 or 4 or YES to 10, the Estate Manager will have to refer your application to the Board. A score greater than 4 will also have to be referred to the Board.

If the application is referred to the Board, it will review the business based on the above but will also consider the additional factors below:

- Does your business enhance the lives of the community of The Coves?
- If you are using the facilities, does this inconvenience other residents?
- Does your business change the nature of the estate?
- The board answers to 419 potential homeowners. The safety and wellbeing of the majority of owners is our concern.

Despite what is set out above, Rule 1.2 in our current rules remains the overall guiding principle based on which the Board will exercise its discretion.

It is also important to note that any approval given can be withdrawn at any time if your business changes in any way that changes the answers to the table above or the additional factors listed above. Naturally, if any of the information in your application is false or inaccurate, the Estate Manager or the Board has the right to immediately withdraw permission. It is also important to note that approval from the Board does not replace the requirement that you comply with all Madibeng by-laws and requirements.

The Estate office will inform you of their consent or refusal to allow your business as soon as reasonably possible.

This structure will be incorporated into our policies and will be taken to AGM for ratification.

The Coves Privacy Statement

We care about the privacy of everyone who enters The Coves. The estate collects and processes personal information for The Coves management and security purposes which is processed in accordance with the Protection of Personal Information Act of 2013. The way your information is used is covered in our Information Management Policy which is available at www.thecoves.co.za/privacy and at the Main Gate.