



To: All members of Staff  
The President SRC  
Chairpersons of Clubs, Societies, Sports Clubs – For information

9 February 2023

### Hawking, Trading and Vending on Campus

---

In accordance with the Business Act (Act 71 of 1991), Regulation governing the general hygiene requirements for food premises, the transport of food and related matters (Regulation no. 638 of 2018) and the City of Johannesburg By-laws, casual trading/hawking/vending is NOT permitted on University premises without a Business licence/Certificate of Acceptability/Permit issued by the City of Johannesburg. In addition, hawking, trading, and vending on campus must be approved by the Retail Operations and Hospitality Services within the Services Department by issuing an official University trading licence. This includes door-to-door or office-to-office sales by vendors, informal traders, etc., as well as attempts by insurance sales representatives to sell policies to staff members in any manner during office hours, including telephonic or email correspondence.

***The Business Act (Act 71 of 1991) outlines the following important facts:***

- 1. No business license issued or application for business license pending is transferable with change of ownership.*
- 2. The license fees are not redeemable if business license application has been refused.*
- 3. The business license when issued does not exempt the license holder of any other applicable laws, by-laws, legislation and regulations in regard to the business concerned.*
- 4. NB: Trading without a valid business license issued is contravening section 2(3) of the Businesses Act (Act 71 of 1991) and in terms of section 5 of the Businesses Act (Act 71 of 1991) a summons of up to R1000.00 will be issued and the court can also hand down a 3 months' imprisonment and additional amount per day trading.*

Unauthorised trading/hawking/vending on campus by Operators, staff or students, including but not limited to vending machines, mobile catering units, tuck shops, car wash set-ups etc., is also not permitted. University staff members must also note that they may not trade anything on campus, regardless of taking place during working hours or not.

In an attempt to discourage illegal trading/hawking/vending on campus, staff and students are advised to refrain from purchasing goods on campus other than from a designated retail shop.

The following Departments are also responsible for approval of activities on Campus:

1. Dean of Student Affairs office/Orientation committee
2. Events and Marketing Department.
3. Registrar

Applications for retail shops or a University's trading license must be sent directly to the responsible Deputy Director for Retail Operations and Hospitality Services within the Services Department on the following email address [Nicholas.matthes@wits.ac.za](mailto:Nicholas.matthes@wits.ac.za) and [retail.services@wits.ac.za](mailto:retail.services@wits.ac.za)

Kind regards

**Israel Mogomotsi**

Director Services