

CONTRACTORS REGISTRATION FORM

Registration fee per person: R15 per day, or R50 for 3 Months (Inc. Vat)

November 2025



NAME OF COMPANY: _____

Email: office@irenefarmvillages.co.za

NAME OF COMPANY REPRESENTATIVE: _____

NAME OF OWNER: _____

OFFICE TEL NO OF COMPANY: _____

STAND NO: _____

CELL NO - RESPONSIBLE PERSON AT COMPANY: _____

EMAIL ADDRESS OF COMPANY: _____

Unit no on Click-On: _____ (Admin complete)

Description of work to be done at the stand: _____

COT approved plans required: Yes / No

If yes, on file: Yes / No

Expected end date of project: _____ (Maximum is 3 months)

	FIRST NAME	SURNAME	ID NUMBER	WORK RESPONSIBLE FOR	DATE IN	RECEIPT NO	LEVY ACCOUNT	AA informed
1								
2								
3								
4								
5								
6								
7								

CONTRACTOR - PLEASE NOTE:

1. **SPEED LIMIT IS 40 kph, STOP at all stop signs.**
2. **ONLY** original RSA ID Documents, drivers license, valid passport or original certified photo copies will be accepted.
3. Only access to Estate via South Gate; between 07:00 and 18:00, Monday to Friday.
4. Contractors scanning out after 18:00 pm will be fined R500-00 per worker being late.
5. No worker is allowed to walk off or between sites. If caught, the owner will be fined R1 000-00 per worker per incident.
6. The undersigned Contractor or sub-contractor hereby acknowledge that he/she is familiar with the provision of Rule 4.6 of the HOA.
7. If an employee no longer be in your service the office must be notified immediately in order to remove such employee on the system.
8. The above contractor/sub-contractor shall only be allowed onto the Estate once the building deposit and registration fees have been paid.
9. **The owner and or main contractor shall, upon completion of the building work, notify the office.**

VEHICLE DETAILS

MAKE: _____ MODEL: _____ COLOUR: _____

LICENSE PLATE NO: _____

OWNER - PLEASE NOTE:

- I, _____ the owner of Stand _____
1. Hereby grant permission for the above contractor/sub-contractor to be registered and to be present on my property (stand) during the current building works.
 2. Confirm that the required building plans were approved by the HOA and City of Tshwane and that a copy of the approved plans were handed in at the office.
 3. Am aware of the penalty of R250-00 per day, payable due to failure to complete building works within 3 months from first registration of workers for the project - as per rule 4.6.6.5.
 4. All building sites must be screened off from public view to the satisfaction of the HOA.
In addition, for safety purposes, reasonable measures must be taken to prevent inadvertent access to the site.
 5. I am familiar with the provisions of Rule 4.6 of the HOA.

Signature of Owner: _____

I, _____ (Contractor/Sub-contractor) declare that I have read and understand the consent of this form.

SIGNATURE: CONTRACTOR

DATE

CAPTURE BY

Date