



Parcelroo Home-Based Depot Owner Application Form

Please complete this form and submit to info@parcelroo.co.za or [upload here](#) to get started on your application process.

Basic information: (All items marked with * is required)

Full Name & Surname* _____
Business Name* _____
Email Address* _____
Contact Number* _____
Alternative Contact Number _____
Physical Address* _____
Postal Code* _____

Operational requirements:

- Clean space with some sort of safe racking to receive the various parcels
- Flat space / tabletop to fulfill parcels, add waybills etc.
- Laptop/PC with internet access
- Printer

Application questions: (All items marked with * is required)

1) Type of space you will be operating from: *

- ☐ Room inside my house
☐ Outside building
☐ Garage space
☐ Basement
☐ Other, please specify: _____

2) Size of space available: _____

3) Property type: *

- ☐ Freestanding house
☐ Security boomed off residential complex, easy to access
☐ Security boomed off residential complex, not so easy to access
☐ Estate with security, need access code to enter
☐ Agricultural plot / farm
☐ Rural community
☐ Other, please specify: _____



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4) About the property*

- ☐ Rented
- ☐ Owned

If rented, do you have, or will you be able to acquire written permission to operate a business from the premises?

- ☐ Yes
- ☐ No, please elaborate: _____

5) Would external courier companies be able to deliver parcels securely to your house for fulfillment purposes and preparation to deliver to the receiver?: *

- ☐ Yes, no problem. Any time
- ☐ Yes, but they must inform me first
- ☐ No, please specify reason: _____

6) Would clients be able to collect their parcels securely from your house?: *

- ☐ Yes, no problem. Any time
- ☐ Yes, but they must inform me first
- ☐ No, please specify reason: _____

7) Do you have an intercom or bell at your gate to alert you of deliveries and/or collections?*

- ☐ Yes
- ☐ No, but I will have it installed

8) Which security measures do you have installed at your house?*

- ☐ Alarm + outside beams
- ☐ Alarm with monitoring to a 3rd party security company/control room
- ☐ Electric fence, no monitoring
- ☐ Electric fence + monitoring to a 3rd party security company/control room
- ☐ Other, please specify: _____
- ☐ None at all



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9) If none, would you be able to add security measures?*

- ☐ Yes, please let me know what is needed
- ☐ Yes, but limited measures
- ☐ No, please specify reason: _____

10) Do you have any dogs or other animals on your property?*

- ☐ No
- ☐ Yes, please specify type and amount: _____

11) Would these animals be a problem for courier partners to deliver parcels and/or for customers to collect parcels?*

- ☐ No, not at all
- ☐ Yes, but I can make a plan

Documents/photos required in order to process your application:

Please upload documents [HERE](#), or email them along with this application form to info@parcelroo.co.za

- 2 x photos of the inside of the room/space. Take photos from the furthest opposites, toward the middle
- 1 x photo towards the door, from the middle of the room
- 1 x photo of windows
- 1 x photo of the outside of the door/entrance
- 1 x photo of the premises from street view towards the house/property
- Applicant Certified ID Copy
- Applicant Certified Copy of Proof of Address