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### Provincial Notice

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AFRIKAANS AND ISIXHOSA VERSION WILL BE PUBLISHED ON A LATER DATE.

**PROVINCIAL NOTICE**

The following Provincial Notice is published for general information.

ADV. B. GERBER,  
DIRECTOR-GENERAL

Provincial Building,  
Wale Street,  
Cape Town.

P.N. 366/2011

21 December 2011

**WESTERN CAPE LIQUOR REGULATIONS, 2011**

The Minister of Finance, Economic Development and Tourism has, in terms of section 88 of the Western Cape Liquor Act, 2008 (Act 4 of 2008), made the regulations set out in the Schedule below.

**SCHEDULE****ARRANGEMENT OF REGULATIONS**

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## Definitions

1. In these Regulations, unless the context otherwise indicates, any word or expression to which a meaning has been assigned in the Act retains that meaning, and in addition—

“**Act**” means the Western Cape Liquor Act, 2008 (Act 4 of 2008);

“**applicant**” means a person applying for a licence, permit or any other dispensation in terms of the Act or these regulations;

“**Head of Department**” means the Head of Department of the department responsible for economic affairs in the Province;

“**inspectorate**” means the unit within the Authority consisting of inspectors appointed in terms of section 73(4);

“**secretary**” means the secretary of the Liquor Licensing Tribunal appointed in terms of section 26(1)(b);

“**section**” refers to a section of the Act;

“**Speaker**” means the Speaker of the Western Cape Provincial Parliament.

## Appointment of members of Board

2. (1) For the purpose of the appointment of the members of the Board, the Head of Department must cause a notice to be published in the three official languages of the Province, in the *Provincial Gazette* and in at least two newspapers circulating in the Province, inviting nominations for members of the Board.
- (2) The invitation for nominations must specify the —
  - (a) criteria referred to in section 3(1);

- (b) nomination procedure;
  - (c) date by which nominations must be received by the Head of Department; and
  - (d) manner in which the nominations must be submitted.
  
- (3) A nominee must submit a nomination form, in the form of Form 1 in Annexure 3, duly completed, to the Head of Department on or before the date referred to in subregulation (2)(c).
  
- (4) The Head of Department must, within 21 days of the date referred to in subregulation (2)(c), cause all nominations referred to in subregulation (3) to be submitted to the Minister, indicating which nominations met the criteria referred to in subregulation (2)(a), and in which respect the other nominations failed to meet the said criteria.
  
- (5) The Minister must, as soon as reasonably possible after receipt of the nominations, submit them to the Speaker for referral to the standing committee for the purpose of making a recommendation in terms of section 3(3).
  
- (6) The Minister must appoint the members of the Board, after considering the recommendations of the standing committee.

### **Re-appointment of members of Board**

- 3. (1) The Minister must, at least six months before the expiry of the period of appointment of a member of the Board who is eligible for re-appointment —
  - (a) give notice in writing to the Speaker of the said expiry and that the member is eligible for re-appointment; and
  - (b) request the Speaker for the recommendations of the standing committee on the re-appointment of that member.
  
- (2) Re-appointment of a member of the Board in terms of section 6(2) must be made at least 30 days before the expiry of the member's period of appointment.

- (3) The Minister may, on good cause shown, deviate from subregulation (2) and re-appoint a member of the Board after the expiry of the time limit referred to in that subregulation.

#### **Appeals against decisions taken in terms of delegated power or function**

4. (1) An appeal referred to in section 10(5) must be lodged with the Authority in duplicate not later than 60 days after the decision concerned was communicated in writing to the person making the appeal.  
  
(2) An appeal must be fully motivated and must be in the form of Form 33 in Annexure 3.

#### **Meetings of the Board**

5. (1) A notice of the date, place and time of a meeting, other than a special meeting, must be communicated either personally, by electronic mail or facsimile transmission to each member of the Board at least five days before a meeting.  
  
(2) The order of business at a meeting, other than a special meeting of the Board, may follow the sequence set out herein:
  - (a) call to order;
  - (b) roll call;
  - (c) reading and approval of the minutes of the previous meeting;
  - (d) matters arising from the previous meeting;
  - (e) report of the Chairperson;
  - (f) unfinished business;
  - (g) new business;
  - (h) other matters;
  - (i) announcements;
  - (j) date of next meeting; and
  - (k) adjournment.

- (3) A notice of the date, place and time of a special meeting must be communicated either personally, by electronic mail, facsimile transmission or electronic messaging to each member of the Board at least two days before a meeting.
- (4) A notice of a special meeting must —
  - (a) briefly state the purpose of the special meeting;
  - (b) indicate who requested the meeting; and
  - (c) may not include any other business other than the purpose for which the special meeting was called.

### **Appointment of members of Liquor Licensing Tribunal**

6. (1) The Chief Executive Officer must, by notice in the three official languages of the Province, in the *Provincial Gazette* and in at least two newspapers circulating in the Province, invite nominations for the members of the Liquor Licensing Tribunal referred to in section 16(1)(a), (b) and (e).
- (2) The invitation for nominations in terms of subsection (1) must specify the —
  - (a) relevant criteria in terms of section 16(1);
  - (b) nomination procedure;
  - (c) date by which nominations must be received by the Chief Executive Officer; and
  - (d) manner in which the nominations must be submitted.
- (3) A nominee must submit a nomination form, in the form of Form 2 in Annexure 3, duly completed, to the Chief Executive Officer on or before the date referred to in subregulation (2)(c).
- (4) The Chief Executive Officer must, within 21 days of the date referred to in subregulation (2)(c), cause all nominations referred to in subregulation (3) to be submitted to the Board, indicating which nominations met the criteria referred to in subregulation (2)(a), and in which respect the other nominations failed to meet the said criteria.

- (5) The Board must, within 21 days of receiving the nominations referred to in subregulation (4), appoint an interviewing panel consisting of —
  - (a) the member referred to in section 3(1)(b) and at least three other members of the Board; and
  - (b) the Head of the Department.
- (6) The interviewing panel must —
  - (a) consider and evaluate the nominations of nominees who submitted nomination forms in terms of subregulation (3); and
  - (b) make recommendations to the Board in respect of those nominees.
- (7) The Board must appoint the members of the Liquor Licensing Tribunal, after considering the recommendations of the interviewing panel.
- (8) When making the appointments, the Board must have regard to race and gender.

#### **Re-appointment of members of Liquor Licensing Tribunal**

7. (1) The Chief Executive Officer must, at least six months before the expiry of the period of appointment of a member of the Liquor Licensing Tribunal, who is eligible for re-appointment give notice in writing to the Board of the said expiry.
- (2) The Board must —
  - (a) decide on the re-appointment of a member of the Liquor Licensing Tribunal at least three months before the expiry of that member's period of appointment; and
  - (b) if it decides to re-appoint the member, make the re-appointment at least 30 days before the expiry of that period.
- (3) The Board may, on good cause shown, deviate from subregulation (2) and re-appoint a member of the Liquor Licensing Tribunal after the expiry of the time limit referred to in that subregulation.

### **Report by Presiding Officer**

8. A report referred to in section 20(4C) must include —
- (a) a statement of the measurable objectives relating to the Liquor Licensing Tribunal as set out in the business plan referred to in section 28(3)(b) for the financial year concerned; and
  - (b) relevant performance information regarding the economic, efficient and effective application of resources by the Liquor Licensing Tribunal and, specifically, a comparison between planned and actual performance indicators as set out in that business plan.

### **Application procedure for new licences**

9. (1) An applicant is solely responsible for the correctness of any application or notice submitted by or on behalf of the applicant in compliance with these regulations.
- (2) Subject to section 36(2) an application for a licence referred to in section 33(1) must be lodged with the Authority and the designated liquor officer in whose area of jurisdiction the proposed licenced premises are located by 14h00 on the Friday preceding the first Friday of any month or, if that preceding Friday is a public holiday, on the last working day before that public holiday.
- (3) An application referred to in subregulation (3) must be —
- (a) made in the form of Form 3 in Annexure 3;
  - (b) typed script on A4 size standard paper; and
  - (c) contain the information as required in that form.
- (4) An application must be accompanied by:
- (a) a comprehensive floor plan of the premises clearly showing —
    - (i) the proposed licensed premises indicated in colour in relation to the entire premises;
    - (ii) the dimensions of each room on the premises;
    - (iii) the uses of all the rooms on the premises;
    - (iv) all doors, windows and counters (where applicable) and means of internal and external communication;



- (v) the streets and places to which such means of external communication lead; and
- (vi) where liquor will be stored on the proposed licensed premises;
- (b) a site plan showing —
  - (i) an outline of every building within the vicinity of the proposed licensed premises on the erf to which the application relates;
  - (ii) other licensed premises on the erf;
  - (iii) the uses of all the buildings within the vicinity of the proposed licensed premises on the erf; and
  - (iv) the date of preparation and the name and address of the person who prepared the plan;
- (c) in a separate document, a description of the premises with reference to the construction, layout, furnishing, fixtures, fittings and floor covering;
- (d) colour photographs showing the completed internal and external features of the premises or, where the application relates to incomplete premises referred to in section 44, the stage of completion of the premises;
- (e) written representations in support of the application;
- (f) written representations in support of any determination, consent, approval or authority required by the applicant in terms of the Act;
- (g) proof that the applicable application fee set out in Item 1 of Annexure 1 has been paid to the Authority;
- (h) a copy of the identity document of the applicant and, in the case of a person other than a natural person, copies of the relevant registration documents, indicating the identity and, where applicable, the financial interest of all members, directors, partners or beneficiaries;
- (i) such other documents as may be specified on the application form and in the Act, or as may be requested by the Authority; and
- (j) notice of lodgement in the form of Form 4 in Annexure 3.

### **Notification of application**

10. (1) Subject to section 36(2) the Authority must publish the notices referred to in section 37(1) in the form of Form 5 in Annexure 3 on the first Friday of any month

or, if that day is a public holiday, on the first Friday which is not such a day thereafter.

- (2) A notice referred to in section 37(2) must be in the form of Form 6 in Annexure 3 and must —
  - (a) be headed by the words,  
**“NOTICE OF LODGEMENT OF APPLICATION FOR LIQUOR LICENCE”**,  
in bold-faced upper case letters at least 2 cm in height and in black lettering not less than 0.5 cm-wide on a white background;
  - (b) be at least A3 size standard paper;
  - (c) be waterproofed; and
  - (d) remain in place for not less than 28 days from the date of publication of the lodgement of the application.
- (3) The designated liquor officer concerned must serve a copy of the application on the municipal manager of the relevant municipality within seven days from date of lodgement of the application.
- (4) The designated liquor officer must serve the notice as referred to in section 37(5) within seven days from date of lodgement of the application, and where the municipality concerned elects to give that notice, it must do so within seven days from the date of being served with a copy of the application by the designated liquor officer.

#### **Application lying for inspection at Authority**

11. (1) For the purposes of section 38, the Authority must enable the public to have access to, inspect or obtain a copy of an application and any document lodged in connection therewith, for a period of 28 days after the notice of lodgement of the application has been published.
- (2) The fee for such a copy is set out in Item 14 of Annexure 1.

### **Copies of minutes of proceedings of Board, Liquor Licensing Tribunal and Appeal Tribunal**

12. For the purposes of section 26(8), any person who requests a copy of the minutes of the proceedings of the Board, Liquor Licensing Tribunal or Appeal Tribunal, must pay the fee set out in Item 15 of Annexure 1 to the Authority.

### **Representations**

13. (1) Written representations referred to in section 39(1) must be lodged within 28 days from the date of publication of the lodgement of the application.
- (2) The original written representations must be lodged with the Authority and a copy thereof with the designated liquor officer.
- (3) A copy of the written representations must be served on the applicant or his or her representative within the period referred to in subregulation (1).

### **Applicant's response to representations against application**

14. (1) If an applicant intends to respond to representations in terms of section 39(6), the response must be lodged with the Authority and the designated liquor officer not later than 42 days after publication of the notice of lodgement of the application.
- (2) The original response must be lodged with the Authority and a copy thereof with the designated liquor officer.

### **Forwarding of documents**

- 15 (1) The municipality must forward the information referred to in section 40(1) and the documents referred to in section 40(2), if any, within 35 days from the date of publication of lodgement of the application.

- (2) The designated liquor officer must within 35 days from the date of publication of lodgement of the application —
  - (a) serve a copy of his or her report referred to in section 73(7)(a) on the applicant;
  - (b) lodge the report with the Authority;
  - (c) lodge proof of service of the report on the applicant with the Authority; and
  - (d) lodge proof of service of the notices in terms of section 37(5) on the applicant with the Authority.
  
- (3) The report by the designated liquor officer must:
  - (a) state the following —
    - (i) the address of the proposed premises;
    - (ii) the location of the proposed premises in relation to educational institutions, religious institutions, institutions for the aged or frail, institutions for drug or alcohol dependencies, residential areas and other licensed premises;
    - (iii) the suitability of the proposed premises;
    - (iv) the suitability of the applicant with specific reference to the criminal record of the applicant and his or her spouse;
    - (v) the public interest; and
    - (vi) crime statistics, if any, which he or she deems relevant in relation to the proposed premises; and
  - (b) include a recommendation for the granting or rejection of the application.
  
- (4) If the designated liquor officer fails to lodge his or her report in terms of section 73(7)(a), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulation (3)(a)(i), (ii), (iii), (v) and (3)(b), and where available (3)(a)(iv) and (vi), in respect of the application concerned.
  
- (5) An inspector must lodge his or her report with the Authority and forward a copy thereof to the applicant within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (4).

- (6) The applicant must lodge his, her or its response, if any, to the report by the designated liquor officer referred to in subregulation (2) or a report by an inspector referred to in subregulation (5) within seven days of being served with a copy of either report.

### **Notices and summonses**

16. (1) A notice or summons to be present at a meeting in terms of section 23(2) or (5) must be in the form of Form 7 and 8 in Annexure 3, respectively, and must be issued by the secretary.
- (2) A notice or summons must be served by a police officer or an inspector by delivering the original thereof to the person named therein or, if he or she cannot be found, by delivering it at his or her place of residence or place of business or employment to a person apparently over the age of 16 years and apparently residing or employed there.
- (3) The police officer or inspector, as the case may be, must note the return of service on the copy of the notice or summons, stating that service has or has not been effected in terms of subregulation (2) and must return that copy to the Authority.
- (4) A notice or summons must be served on a person mentioned therein not less than 14 days before the date upon which he or she is required to appear.

### **Conditional granting of licence**

17. (1) The Authority must, within seven days after the Liquor Licensing Tribunal has in terms of section 42(1) conditionally granted an application made in terms of section 36, notify the persons referred to in section 46(1) of that decision in writing.
- (2) The notice to the applicant must be in the form of Form 9 in Annexure 3.

**Issuing of licence**

18. (1) The Authority must, within seven days after the Liquor Licensing Tribunal has decided on an application made in terms of section 46(1), notify the applicant in writing, of the decision.
- (2) If the application is granted, the notice to the applicant must be in the form of Form 10 in Annexure 3.
- (3) The applicant must pay the applicable fee set out in Part A of Annexure 2 to the Authority.
- (4) The Authority must issue the licence, in the form of Form 11 in Annexure 3, within 14 days after receipt of proof of the payment referred to in subregulation (3).
- (5) The Authority must assign a unique number for each licence issued, to be reflected on the licence and all its attachments, and must forthwith cause the name of the licensee and the aforementioned number and such other details as may be necessary to be recorded in a register.
- (6) A licence issued by the Authority must bear the insignia of the Authority.
- (7) A person may obtain a copy of a licence and the conditions attached thereto from the Authority upon the payment of the fee set out in Item 14 of Annexure 1.

**Application for temporary liquor licence or special event liquor licence**

19. (1) The applicant for a temporary liquor licence or a special events liquor Licence as referred to in section 48 must lodge an application in duplicate, in the form of Form 12 or Form 13 in Annexure 3, as the case may be with the Authority.
- (2) An application must be accompanied by —

- (a) the application fee for a temporary liquor licence or a special events liquor licence set out in Items 2 and 3 respectively of Annexure 1; and
  - (b) written representations in support of the application.
- (3) The designated liquor officer must within five days after the application has been lodged, serve a copy of his or her report referred to in section 73(7)(a) on the applicant and lodge the report with the Authority together with proof that the report has been served on the applicant.
- (4) If the designated liquor officer fails to lodge his or her report in terms of subregulation (3), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in regulation 15(3)(a)(i), (ii), (iii), (v) and (3)(b), and where available the information referred to in regulation 15(3)(a)(iv) and (vi), in respect of the application concerned.
- (5) An inspector must lodge his or her report with the Authority and forward a copy to the applicant within five days after being instructed by the Chief Executive Officer in terms of in subregulation (4).
- (6) The applicant must lodge with the Authority his, her or its response to a report by the designated liquor officer referred to in subregulation (3) or a report by an inspector referred to in subregulation (5) within five days of having been served with a copy of either report.
- (7) The Authority must, within seven days after the Presiding Officer has decided on an application made in terms of subregulation (1), inform the applicant in writing of the decision.
- (8) If an application is granted —
  - (a) the applicant must pay the fees set out in Part A of Item 5 or 6, as the case may be, of Annexure 2, to the Authority; and
  - (b) the Authority must issue a licence, in the form of Form 14 or 15 in Annexure 3, as the case may be.

- (9) For the purpose of section 48(3), the conditions attaching to a temporary liquor licence are the same as those referred to in section 49(1) to (3), as the case may be.

### **Deliveries**

20. (1) An invoice referred to in section 50(1)(a) must contain —
- (a) the name and address of the licensed business;
  - (b) the licence number of the licensed business;
  - (c) the invoice number and date of issue;
  - (d) the full name and address of the person ordering the liquor and the address to which the delivery is to be made;
  - (e) the kind and quantity of the liquor to be delivered; and
  - (f) the purchase price to be paid.
- (2) The licensee must retain copies of invoices in terms of section 50(1)(a) at the licensed premises for a period of 12 months from the date of issue, notwithstanding any law to the contrary.
- (3) For the purposes of section 50(1)(d), where the purchaser exceeds the threshold referred to in regulation 27(2), the purchaser must furnish to the licensee —
- (a) proof of his or her residential address; and
  - (b) his or her home telephone number, cellular phone number, work address, and work telephone number, if any.

### **Application to transfer financial interest in licensed business or to let licensed premises**

21. (1) A licensee or any other person with a financial interest in a licensed business who intends to transfer a financial interest of more than 5% in the licensed business to another person and that person (in this regulation referred to as the joint applicants) must jointly lodge an application with the Authority, in duplicate, in the form of Form 16 in Annexure 3, and both of them must furnish in the application the information required in that Form.



- (2) A copy of the application must be lodged with the designated liquor officer in whose area of jurisdiction the licenced premises are located.
- (3) The application, and the copy referred to in subregulation (2) must be accompanied by —
  - (a) proof of payment to the Authority of the application fee set out in Item 5 of Annexure 1;
  - (b) documented proof of the change in financial interest; and
  - (c) written representations in support of the application.
- (4) The designated liquor officer must within 14 days after the application has been lodged, serve a copy of his or her report referred to in section 51(5) on the joint applicants and lodge the report with the Authority together with proof that the report has been served on the joint applicants.
- (5) If the designated liquor officer fails to lodge his or her report as referred to in subregulation (4) with the Authority, the Chief Executive Officer must, within 21 days from date of lodgement of the application, notify the designated liquor officer concerned in writing, to lodge the report within three days.
- (6) If the designated liquor officer fails to lodge his or her report in terms of subregulation (5), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulation (4) in respect of the application concerned.
- (7) An inspector must lodge his or her report with the Authority and forward a copy thereof to the applicant within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (6).
- (8) The joint applicants must lodge their response to the report by the designated liquor officer referred to in subregulation (4) or the report by an inspector referred to in subregulation (7) within seven days after having been served with a copy of either report.

- (9) The Presiding Officer must within 30 days after receipt of all documents referred to in this regulation either grant or refuse the application.
- (10) The Authority must, within seven days after the Presiding Officer has decided on an application made in terms of subregulation (1), inform the joint applicants in writing of the decision.
- (11) If an application is granted, the Authority must issue a written consent within seven days after the consent was granted.
- (12) The designated liquor officer must within 14 days after having been notified by the licensee in terms of section 51(7), lodge his or her report referred to in section 51(7A) with the Authority.

### **Nomination of manager**

22. (1) A licensee who nominates a person as manager in terms of section 52(2) must lodge a written nomination, in the form of Form 17 in Annexure 3, with the Authority and the designated liquor officer in whose area of jurisdiction the licenced premises are located and must furnish the information required in that Form.
- (2) The original written nomination must be lodged with the Authority and a copy thereof with the designated liquor officer.
- (3) The nomination must be accompanied by —
  - (a) a copy of the identity document of the nominated person; and
  - (b) written representations in support of the nomination.
- (4) The designated liquor officer must within 14 days after the application has been lodged, serve a copy of his or her report referred to in section 52(3) on the licensee and lodge the report with the Authority together with proof that the report has been served on the licensee.
- (5) If the designated liquor officer fails to lodge his or her report as referred to in subregulation (4) with the Authority, the Chief Executive Officer must, within 21

days from date of lodgement of the application, notify the designated liquor officer concerned in writing, to lodge the report within three days.

- (6) If the designated liquor officer fails to lodge his or her report in terms of subregulation (5), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulation (4), in respect of the application concerned.
- (7) An inspector must lodge his or her report with the Authority and forward a copy thereof to the licensee within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (6).
- (8) The licensee must lodge its response, if any, to a report by the designated liquor officer referred to in subregulation (4) or a report by an inspector referred to in subregulation (7) within seven days after having been served with a copy of either report.
- (9) The Liquor Licensing Tribunal must within 30 days after receipt of all documents referred to in subregulations (1) to (8), either approve or refuse the appointment of the person concerned as manager.
- (10) The Authority must, within seven days after the Liquor Licensing Tribunal has decided on a nomination made in terms of subregulation (1), inform the licensee in writing of the decision.
- (11) If the appointment is approved, the Authority must issue a written consent within seven days after the consent was granted.

### **Application for consent to alter licensed premises or nature of business**

23. (1) A licensee who requires consent to perform any action referred to in section 53(1)(a) must lodge with the Authority and the designated liquor officer in whose area of jurisdiction the licenced premises are located an application in the form of Form 18 in Annexure 3, accompanied by —
  - (a) a plan of the applicable portion of the premises, clearly showing —

- (i) the proposed licensed premises indicated in colour in relation to the entire premises;
  - (ii) the dimensions of each room;
  - (iii) the uses of each room;
  - (iv) all doors, windows and counters (if applicable) and means of internal and external communication;
  - (v) the streets and places to which such means of external communication lead; and
  - (vi) how the applicable portion links up with the existing premises;
- (b) a description of the proposed alterations;
- (c) in a separate document, a description of the applicable portion of the licensed premises with reference to the construction, lay-out, furnishing, fixtures, fittings and floor covering;
- (d) proof that the applicant has the right to alter the premises for the purpose contemplated in the application;
- (e) proof of payment to the Authority of the application fee set out in item 6 of Annexure 1; and
- (f) written representations in support of the application.
- (2) A licensee who requires consent to perform any action referred to in section 53(1)(b) must lodge with the Authority and the designated liquor officer in whose area of jurisdiction the licenced premises are located an application, in the form of Form 19 in Annexure 3, accompanied by —
- (a) a description of the change in nature of the business;
  - (b) proof of payment to the Authority of the application fee set out in item 6 of Annexure 1; and
  - (c) written representations in support of the application.
- (3) A licensee who requires consent to perform any action referred to in section 53(1)(c) must lodge with the Authority and the designated liquor officer in whose area of jurisdiction the licenced premises are located an application, in the form of Form 20 in Annexure 3, accompanied by —
- (a) a description of any other business, trade or occupation that is carried on or pursued on the premises;

- (b) proof of payment to the Authority of the application fee set out item 6 of Annexure 1; and
  - (c) written representations in support of the application.
- (4) The designated liquor officer must within 14 days after an application in terms of subregulation (1), (2) or (3) has been lodged, serve a copy of his or her report referred to in section 53(2A) on the licensee and lodge the report with the Authority together with proof that the report has been served on the applicant.
- (5) If the designated officer fails to lodge his or her report in terms of subregulation (4) with the Authority, the Chief Executive Officer must, within 21 days from date of lodgement of the application, notify the designated liquor officer concerned in writing, to lodge the report within three days from the date of such notification.
- (6) If the designated liquor officer fails to lodge his or her report in terms of subregulation (5), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulation (4) in respect of the application concerned.
- (7) An inspector must lodge his or her report with the Authority and forward a copy to the licensee within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (6).
- (8) The licensee must lodge his, her or its response to a report by the designated liquor officer referred to in subregulation (4) or a report by an inspector referred to in subregulation (7) within seven days of having been served with a copy of either report.
- (9) The Presiding Officer must within 30 days after receipt of all documents referred to in this regulation, either grant or refuse the application.
- (10) The Authority must, within seven days after the Presiding Officer has decided on an application made in terms of subregulation (1), inform the licensee in writing of the decision.

(11) If an application is granted, the Authority must issue a written consent within seven days after the consent was granted.

(12) When an application is granted in terms of this regulation, the applicant must pay the fees set out in Item 8, 9 or 10, as the case may be, of Part A of Annexure 2 to the Authority.

### **Access to licensed premises and restricted areas**

24. A licensee must ensure that every restricted area referred to in section 56(4) is marked by means of a notice placed at the entrance of the restricted area and containing the words "**RESTRICTED AREA – NO PERSONS UNDER 18 YEARS ALLOWED**", in bold-faced, upper case letters at least 5 cm in height and in black lettering not less than 0.5 cm wide.

### **Application to store liquor in other or additional places**

25. (1) A licensee who requires the consent of the Presiding Officer to store liquor in another or additional place as envisaged in section 57(1) must lodge a written application with the Authority and the designated liquor officer in whose area of jurisdiction the proposed storage area is located.

(2) The application must be accompanied by:

- (a) a map showing the location of the proposed storage area;
- (b) a detailed plan of the applicable portion of the proposed storage area, on which the place where the liquor is to be stored is indicated in colour, clearly showing with reference thereto —
  - (i) the dimensions;
  - (ii) all doors, windows and counters (if applicable) and means of internal and external access; and
  - (iii) the streets and places to which the means of external access lead;
- (c) a description of the shortest distance by road from the licensed premises to the proposed storage area;
- (d) a description of the situation of the proposed storage area with reference to the geographical area in which it is situated;

- (e) proof of payment to the Authority of the application fee set out in Item 7(a) of Annexure 1; and
  - (f) written representations in support of the application.
- (3) The designated liquor officer must within 14 days after the application has been lodged, serve a copy of his or her report referred to in section 73(7)(a) on the licensee and lodge the report with the Authority together with proof that the report has been served on the applicant.
- (4) If the designated officer fails to lodge his or report in terms of subregulation (3) with the Authority, the Chief Executive Officer must, within 21 days from date of lodgement of the application, notify the designated liquor officer concerned in writing, to lodge the report within three days.
- (5) If the designated liquor officer fails to lodge his or her report in terms of subregulation (4), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in regulation 15(3)(a)(i), (ii), (iii), (v) and (3)(b), and where available the information referred to in regulation 15(3)(a)(iv) and (vi), in respect of the application concerned.
- (6) An inspector must lodge his or her report with the Authority and forward a copy to the licensee within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (5).
- (7) The licensee must lodge his, her or its response to a report by the designated liquor officer referred to in subregulation (3) or a report by an inspector referred to in subregulation (6) within seven days of having been served with a copy of either report.
- (8) The Presiding Officer must within 30 days after receipt of all documents referred to in this regulation either grant or refuse the application.
- (9) The Authority must, within seven days after the Presiding Officer has decided on an application made in terms of subregulation (1), inform the licensee in writing of the decision.

- (10) If an application is granted, the Authority must issue a written consent within seven days after the consent was granted.
- (11) When an application is granted in terms of this regulation, the applicant must pay the fees set out in Item 7(b) of Annexure1 to the Authority.

### **Application for the extension of trading hours**

- 26 (1) A licensee who intends to have his, her or its trading hours extended in terms of section 59(4), must lodge an application, in the form of Form 21 in Annexure 3, with the Authority and the designated liquor officer in whose area of jurisdiction the licenced premises are located.
- (2) The application must be accompanied by —
  - (a) proof of payment to the Authority of the application fee set out in Item 8(a) of Annexure1; and
  - (b) written representations in support of the application.
- (3) The designated liquor officer must within seven days after the application has been lodged with the Authority, give notice in writing of the application to —
  - (a) the municipal manager of the municipality concerned;
  - (b) the neighbouring residents and persons who in his or her judgement may be affected by, or have an interest in, the granting or refusal of the application; and
  - (c) the community policing forum, if any, of the area in which the premises are located.
- (4) A person who has an interest in the granting or refusal of an application may, within 14 days after having been given notice thereof, lodge written representations for the granting or refusal of that application.
- (5) A person making representations must set out the following —
  - (a) his or her full name and address;
  - (b) his or her identity number or, if a company or close corporation, its registration number;



- (c) if applicable, the name and address of his or her representative;
  - (d) the nature of his or her interest in the granting or refusal of the application;  
and
  - (e) grounds for the objection or support.
- (6) The representations must be lodged with the Authority and the designated liquor officer concerned.
- (7) The person making the representations must —
- (a) serve a copy of the representations on the applicant or the applicant's representative; and
  - (b) provide proof of such service when lodging the representations with the Authority.
- (8) The designated liquor officer must within 21 days after the application has been lodged, serve a copy of his or her report referred to in section 73(7)(a) on the applicant and lodge the report with the Authority together with proof that the report has been served on the applicant.
- (9) The applicant must lodge his, her or its response, if any, to representations against the application and a report by the designated liquor officer referred to in subregulation (8) within seven days after having been served with a copy of the report.
- (10) The Liquor Licensing Tribunal must within 30 days after receipt of all documents referred to in this regulation, consider the application.
- (11) The Authority must, within 14 days of a decision by the Liquor Licensing Tribunal to grant or refuse the application, notify the —
- (a) applicant;
  - (b) the municipal manager of the municipality concerned;
  - (c) the neighbouring residents and persons who in its opinion may be affected by, or have an interest in, the granting or refusal of the application; and
  - (d) the community policing forum, if any, of the area in which the premises are located,
- in writing of the decision of the Liquor Licensing Tribunal.

(12) If the Liquor Licensing Tribunal grants the application, the Authority must issue the new licence conditions, incorporating the extended trading hours, within 14 days after the Liquor Licensing Tribunal has granted the application.

(13) When an application is granted in terms of this regulation, the applicant must pay the fees set out in Item 8(b) of Annexure1 to the Authority.

### **Quantity of liquor sold and keeping of records**

27. (1) The record referred to in section 60(1) of liquor sold for consumption off the licensed premises must —

- (a) be in a written or electronic form; and
- (b) contain the following the:
  - (i) name and address of the licensed business;
  - (ii) licence number of the licensed business;
  - (iii) invoice numbers and dates of issue;
  - (iv) kind and quantity of the liquor sold; and
  - (v) purchase prices paid.

(2) The maximum quantity of liquor envisaged in section 60(2) is 150 litres.

(3) Where a consent in terms of section 60(2) has been granted, the record referred to in section 60(1) must also contain the name, address, and telephone numbers of the purchaser.

### **Suspension of licences and maximum amount of certain fines**

28. (1) When the Liquor Licensing Tribunal suspends a licence in terms of section 20(3)(b)(iii), the Authority must within seven days notify the licensee in writing of the suspension.

(2) When the Presiding Officer suspends a licence in terms of section 62(4), he or she must within seven days of receiving the report notify the licensee in writing of the suspension.

- (3) A fine imposed by the Liquor Licensing Tribunal in terms of section 20(3)(b)(v) may not exceed the amount set out in Item 16 in Annexure 1.

### **Abandonment of licences**

29. A licensee abandons a licence when the licensee lodges with the Authority and the designated liquor officer in whose area of jurisdiction the licensed premises are located a notice in the form of Form 22 in Annexure 3.

### **Automatic renewal of licences and condonation for failure to pay renewal fee by due date**

30. (1) The annual renewal notice referred to in section 63(1) must be in the form of Form 23 in Annexure 3.
- (2) The licensee must pay the applicable fee set out in Part C of Annexure 2 to the Authority.
- (3) An application for condonation for the failure to pay the renewal fee on or before the last day of February referred to in section 63(4) must be in the form of Form 24 in Annexure 3.
- (4) The Authority, must within seven days after the Chief Executive Officer has decided on an application made in terms of section 63(4), notify the applicant in writing of the decision.
- (5) If the Chief Executive Officer grants the application referred to in subregulation (4), the licensee must pay to the Authority the applicable fee set out in Part C of Annexure 2, together with the 150% penalty referred to in section 63(4).

### **Application for renewal of licence**

31. (1) An application referred to in section 64(1) for the renewal of a licence must be in the form of Form 25 in Annexure 3.

- (2) The application must be lodged with the Authority and a copy thereof with the designated liquor officer in whose area of jurisdiction the licensed premises are located.
- (3) The application must include —
  - (a) written representations in support of the application;
  - (b) the full name, address and other contact details of the licensee;
  - (c) the documents specified on the application form or requested by the Authority; and
  - (d) proof of payment to the Authority of the fee set out in Item 9 of Annexure 1.
- (4) An application for condonation in terms of section 64(4) must be in the form of Form 26 in Annexure 3.
- (5) The Authority must notify the inspectorate in writing of an application referred to in subregulation (1) within seven days from the date of lodgement of the application.
- (6) The inspectorate and the designated liquor officer must each lodge reports with the Authority within 14 days from the date of lodgement of the application investigating the factors referred to in section 64(1) (a) to (e) and serving on the applicant a copy of such report.
- (7) The applicant must lodge his or her response, if any, to the report by the designated liquor officer or the report by the inspector within seven days after having been served with a copy of either report.
- (8) The Liquor Licensing Tribunal must within 30 days after receipt of all documents in this regulation consider the application.
- (9) The Authority must, within seven days after the Liquor Licensing Tribunal has decided on an application made in terms of section 64, notify the applicant, the designated liquor officer and the municipal manager concerned in writing of the decision.

## Transfer of licence

32. (1) A licensee who intends to transfer a licence to another person in terms of section 65(1) must lodge an application for the transfer of his, her or its licence with the Authority and the designated liquor officer in whose area of jurisdiction the licensed premises are located.
- (2) An application in terms of section 65(1) must —
- (a) be made in the form of Form 27 in Annexure 3;
  - (a) be in typed script on A4 size standard paper;
  - (b) contain the information as required in that Form; and
  - (c) be accompanied by proof of payment to the Authority of the prescribed fee set out in Item 10(a) of Annexure 1.
- (3) The designated liquor officer must within 14 days after the application for the transfer of a licence has been lodged, serve a copy of his or her report referred to in section 65(11) on the licensee and lodge the report with the Authority together with proof that the report has been served on the licensee.
- (4) If the report referred to in subregulation (3) contains any information or recommendation which is adverse to the proposed licensee, the designated liquor officer must notify the proposed licensee in writing thereof and call upon him, her or it to reply thereto within seven days from the date of the notice.
- (5) If the designated liquor officer fails to lodge his or her report in terms of subregulation (3), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulation (3), in respect of the application.
- (6) An inspector must lodge his or her report with the Authority and forward a copy to the licensee within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (5).
- (7) The applicant must lodge his, her or its response to a report by the designated liquor officer referred to in subregulation (3) or a report by an inspector referred to

- in subregulation (6) within seven days after having been served with a copy of either report.
- (8) The Liquor Licensing Tribunal must consider the application within 30 days after receipt of all documents referred to in this regulation.
  - (9) The Authority must, within seven days after the Liquor Licensing Tribunal has decided on an application made in terms of subregulation (1), inform the proposed licensee in writing of the decision.
  - (10) When an application in terms of section 65(1) is granted, the Authority must issue a certificate of transfer to the proposed licensee in the form of Form 28 in Annexure 3 within seven days after payment by the applicant of the fee set out in Part B of Annexure 2 to the Authority.
  - (11) An application referred to in section 65(3) for consent to conduct licensed business pending the transfer of the licence must be made by lodging with the Authority and the designated liquor officer in whose area of jurisdiction the licensed premises are located an application in the form of Form 29 in Annexure 3.
  - (12) The application must be accompanied by proof of payment to the Authority of the application fee set out in Item 10(b) of Annexure 1.
  - (13) The designated liquor officer must within 14 days after the application for consent has been lodged, serve a copy of his or her report referred to in section 65(11) on the proposed licensee and lodge the report with the Authority together with proof that the report has been served on the proposed licensee.
  - (14) If the report referred to in subregulation (13) contains any information or recommendation which is adverse to the proposed licensee, the designated liquor officer must notify the proposed licensee in writing thereof and call upon the proposed licensee to reply thereto within seven days from the date of the notice.

- (15) If the designated liquor officer fails to lodge his or her report in terms of subregulation (13), the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulation (13), in respect of the application.
- (16) An inspector must lodge his or her report with the Authority and forward a copy to the proposed licensee within the period stipulated by the Chief Executive Officer in terms of the instruction referred to in subregulation (15).
- (17) The proposed licensee must lodge his, her or its response to a report by the designated liquor officer referred to in subregulation (13) or a report by an inspector referred to in subregulation (16) within seven days after having been served with a copy of either report.
- (18) The Presiding Officer must consider the application within 30 days after receipt of all documents referred to in subregulations (11) to (17).
- (19) The Authority must, within seven days after the Presiding Officer has decided on an application for consent, inform the proposed licensee in writing of the decision.
- (20) When an application is granted in terms of this regulation the applicant must pay the fees set out in Part B of Annexure 2 to the Authority.

### **Application for removal of licence**

33. (1) A licensee who intends to remove a licence in terms of section 66(2) must lodge an application for the removal with the Authority and the designated liquor officer in whose area of jurisdiction the licensed premises are currently located and, where the granting of the application will have the effect of removing the licence to the area of jurisdiction of another designated liquor officer, also with the designated liquor officer of that area, on any Friday of a month, or, if that Friday is a public holiday, on the last working day before that public holiday.
- (2) The Authority must publish a notice in the form of Form 30 in Annexure 3 in the *Provincial Gazette*, in the three official languages of the Province on the Friday

following lodgement of the application, or, if that Friday is a public holiday, on the first working day following that public holiday.

- (3) The Authority must cause the notice referred to in subregulation (2) to be published, in the three official languages of the Province, in a community newspaper circulating in the area to which the licence is to be removed, or where there is no such community newspaper, in at least one other newspaper circulating in the said area, on the day contemplated in subregulation (2), or on the next date on which the newspaper concerned is circulated in the said area.
- (4) An application referred to in subregulation (1) must —
  - (a) be made in the form of Form 31 in Annexure 3;
  - (b) be in typed script on A4 size standard paper; and
  - (c) contain the information required in that Form.
- (5) The application must be accompanied by:
  - (a) a floor plan of the premises on A4 or A3 size standard paper clearly showing —
    - (i) the proposed licensed premises in colour;
    - (ii) the dimensions of each room on the premises;
    - (iii) the uses of all the rooms on the premises;
    - (iv) all doors, windows and counters (where applicable) and means of internal and external communication;
    - (v) the streets and places to which such means of external communication lead; and
    - (vi) where liquor will be stored on the proposed licensed premises;
  - (b) a site plan, on A4 or A3 size standard paper, showing —
    - (i) an outline of every building on the erf to which the application relates;
    - (ii) other liquor licensed premises on the erf; and
    - (iii) the uses of all the buildings on the erf to which the application relates;
  - (c) in a separate document, a description of the premises with reference to the construction, layout, furnishing, fixtures, fittings and floor covering;



- (d) colour photographs of the completed internal and external features of the premises, or where the application relates to incomplete premises, the stage of completion of the premises;
  - (e) written representations in support of the application and any determination, consent, approval or authority simultaneously applied for;
  - (f) proof of payment to the Authority of the applicable application fee set out in Item 11 of Annexure 1;
  - (g) a copy of the identity document of the applicant and in the case of a juristic person, copies of the relevant registration documents indicating the financial interest of all members, shareholders, partners or beneficiaries; and
  - (h) such documents as may be specified in Form 31 in Annexure 3 and in the Act, or as may be requested by the Liquor Licensing Tribunal.
- (6) All plans attached to the application must show the date of preparation and the name and address of the person who prepared the plan.
- (7) The Authority and the designated liquor officer or officers concerned, must enable the public to inspect the application and any document lodged in connection therewith for a period of 28 days after the publication of lodgement of the application.
- (8) The designated liquor officer to whose area of jurisdiction the licence is to be removed must serve a copy of the application on the municipal manager of the relevant municipality within seven days from the date of lodgement of the application in order for the municipality to —
  - (a) allow the public to view the application;
  - (b) obtain the comment of the ward councillor; and
  - (c) comment on the application.
- (9) If the municipality referred to in subregulation (8) intends to comment, it must forward its comments or recommendations within 28 days after being served with a copy of the application.
- (10) The designated liquor officer in whose area of jurisdiction the premises are

currently located, and where the granting of the application will have the effect of removing the licence to the area of jurisdiction of another designated liquor officer, also the designated liquor officer of that area, must lodge his or her report on the application with the Authority within 35 days from the date of publication of lodgement of the application and forward a copy to the licensee.

- (11) The report by the designated liquor officer in whose area of jurisdiction the premises are currently located must include the following —
- (a) the address of the licensed premises;
  - (b) a summary of the manner in which the licensee conducted his or her business on the licensed premises; and
  - (c) a recommendation for the granting or rejection of the application.
- (12) The report by the designated liquor officer to whose area of jurisdiction the licence will be removed, must upon granting of the application include the following —
- (a) the address of the proposed premises;
  - (b) the location of the proposed premises in relation to educational institutions, religious institutions, institutions for the aged or frail, institutions for drug or alcohol dependencies, residential areas and other licensed premises;
  - (c) the suitability of the proposed premises;
  - (d) the public interest;
  - (e) crime statistics, if any, which he or she deems relevant in relation to the proposed premises; and
  - (f) a recommendation for the granting or rejection of the application.
- (13) If either of the designated liquor officers referred to in subregulation (1) fails to lodge his or her report in terms of subregulation (10) the Chief Executive Officer may forward a copy of the application to an inspector with a written instruction to lodge a report containing the information referred to in subregulations (10) and (11) in respect of the application.
- (14) An inspector must, within 21 days after being requested to do so, lodge his or her report with the Authority and forward a copy to the licensee.

- (15) If the report by a designated liquor officer referred to in subregulation (10) or a report by an inspector referred to in subregulation (14) relating to the application contains any information or recommendation which adversely affects the application, the licensee must lodge his, her or its response to such report within seven days after having been served with a copy of thereof.
- (17) The Authority must, within seven days after the Liquor Licensing Tribunal has decided on an application made in terms of section 66(4), notify the licensee in writing of the decision.
- (18) The Authority must within seven days after the payment to the Authority of the fee set out on Part B of Annexure 2, issue a certificate of removal in terms of section 66(6) in the form of Form 32 in Annexure 3.

### **Appeals and reviews**

34. (1) A person who has lodged —
- (a) an application;
  - (b) an objection; or
  - (c) representations,
- in terms of the Act and who feels aggrieved by a decision made by the Liquor Licensing Tribunal or the Presiding Officer in connection with that application or objection or those representations, referred to as the appellant for the purpose of this regulation, may request the Liquor Licensing Tribunal or the Presiding Officer, as the case may be, to furnish reasons for the decision, upon payment of the fee set out in Item 13 of Annexure 1 to the Authority.
- (2) The Presiding Officer or the Liquor Licensing Tribunal, as the case may be, must within 30 days after receipt of the request for reasons, furnish the reasons for the decision, as contemplated in subregulation (1).
- (3) An appellant must lodge with the Authority a notice of appeal or review in the form of Form 33 in Annexure 3 within 30 days of the decision being communicated to him, her or it in writing or, if during those 30 days reasons are

requested in terms of subregulation (1), within 30 days of the reasons having been furnished in terms of subregulation (2).

- (4) An appellant must simultaneously with the lodging of the notice referred to in subregulation (3) serve copies of the notice on each interested party affected by the notice.
- (5) The secretary of the Liquor Licensing Tribunal must, upon receipt of the notice referred to in subregulation (3) cause it to be forwarded to the Appeal Tribunal.
- (6) A notice of appeal or review must be clearly typed on A4 size standard paper in double spacing and accompanied by a statement setting out the grounds of appeal.
- (7) The Chief Executive Officer must within 21 days after receipt of the notice referred to in subregulation (3) give written notice of a date for the hearing of the appeal or review, as the case may be, by the Appeal Tribunal to all interested parties.
- (8) An appellant must within 21 days of receipt of the notice referred to in subregulation (7) lodge with the Appeal Tribunal a concise and succinct statement of the main points which he, she or it intends to argue on appeal or review, as well as a list of the authorities, if any, to be tendered in support of each point, and the Liquor Licensing Tribunal or Presiding Officer, as the case may be, may require any other interested party to deliver a similar statement and list of authorities.
- (9) The Presiding Officer or the Liquor Licensing Tribunal, as the case may be, may lodge a response to the statement referred to in subregulation (8), with the Appeal Tribunal, within 14 days of the receipt of the statement.
- (10) The Appeal Tribunal must consider the appeal or review on the date of hearing as contemplated in subregulation (7).
- (11) When the Appeal Tribunal has reached a decision, the Chief Executive Officer must notify the appellant and all interested parties of the decision in writing and of

the extent to which the decision of the Liquor Licensing Tribunal or Presiding Officer, as the case may be, is upheld or set aside.

### **Compliance notices**

35. (1) A compliance notice referred to in section 69(1) must be in the form of Form 34 in Annexure 3.
- (2) A compliance notice must be served by an inspector or a designated liquor officer in whose area of jurisdiction the licenced premises are located as provided for in section 69(1) and (3), by delivering the original thereof to the person named therein or, if he or she cannot be found, by delivering it at his or her residence or place of business or employment to a person apparently over the age of 16 years and apparently residing or employed there.
- (3) For the purposes of section 69(6), the inspector or designated liquor officer as the case may be must issue a certificate of compliance in the form of Form 35 in Annexure 3.
- (4) A certificate of compliance must be served by an inspector or designated liquor officer as the case may be by delivering the original thereof to the person named therein or, if he or she cannot be found, by delivering it at his or her residence or place of business or employment to a person apparently over the age of 16 years and apparently residing or employed there.
- (5) For the purposes of section 69(3), the designated liquor officer must notify the Chief Executive Officer within seven days of him or her issuing or serving a compliance notice.
- (6) For the purposes of section 69(7), a person who intends to dispute a compliance notice must lodge a written statement in duplicate with the inspector or designated liquor officer, as the case may be.
- (7) For the purposes of section 69(8), the inspector or designated liquor officer, as the case may be, who receives a statement disputing a compliance notice must, within seven days of receiving that statement, lodge the compliance notice, the

statement and any other document which he or she deems relevant, with the Chief Executive Officer.

### **Exemptions**

36. (1) A written application for an exemption in terms of section 84(2) must be lodged in the form of Form 36 in Annexure 3 with the Authority and the designated liquor officer in whose area of jurisdiction the proposed exempted premises are located together with proof of payment to the Authority of the fee set out in Item 12(a) of Annexure 1.
- (2) Every such application must, at the time it is lodged, be accompanied by written representations in support of the application.
- (3) The designated liquor officer must, within 14 days after the application has been lodged, serve a copy of the report on the applicant and lodge the report with the Authority on the granting or refusal of the application.
- (4) If the report referred to in subregulation (3) or a report by an inspector relating to the application contains any information or recommendation which is adverse to the interest of the applicant, the designated liquor officer or inspector, as the case may be, must notify the applicant in writing within seven days from lodging such a report and call upon the applicant to reply thereto within seven days from the date of the notice.
- (5) The applicant must lodge his or her response, if any, to a report by the designated liquor officer or an inspector within seven days after having been served with a copy of either report.
- (6) The Authority must, within seven days after the Liquor Licensing Tribunal has decided on an application made in terms of subregulation (1), inform the applicant in writing of the decision.
- (7) If an application is granted —

- (a) the applicant must pay to the Authority the fee in respect of the exemption set out in Item 12 (b) of Annexure 1; and
- (b) a notice of exemption, must be issued by the Authority in writing within seven days after the payment of the fee referred to in paragraph (a).

### **Notices**

37. (1) A licensee must ensure that the name of the premises, type of licence issued, trading hours and licence number are displayed on the front door or window of the licensed premises in characters not less than five centimetres in height.
- (2) A licensee must display the licence and, if applicable, proof of payment of the annual renewal fee in respect of the relevant year at a conspicuous place on the licensed premises.

### **Short title and commencement**

38. (1) These regulations are called the Western Cape Liquor Regulations, 2011, and, subject to subregulation (2) come into operation on a date determined by the Minister by notice in the *Provincial Gazette*.
- (2) The following provisions come into effect on the date of publication of these regulations in the *Provincial Gazette*:
- (a) In regulation 1, the definition of “Act”, “Head of Department”, “section”, and “Speaker”; and
  - (b) regulations 2, 5, 6, and 38.

**ANNEXURE 1**

## Fees payable in respect of certain applications

Item No.	Nature of application	Fees payable (R)
1.	Application for a licence in terms of Section 36(1)(e)	1250
2.	Application for a temporary licence in terms of Section 48(1)	250
3.	Application for a special events licence in terms of Section 48(4)	250
4.	Application to amend the conditions of a licence in terms of section 49(6)	500
5.	Application to procure a financial interest in the business to which the licence relates in terms of section 51(2)	500
6.	Applications for alterations of the licensed premises, the change of the nature of the business or consent to conduct business under the licence on premises on which any other business, trade or occupation is carried on or pursued in terms of section 53(1)(a), (b) or (c), respectively	500 (each)
7.	(a) Application to store liquor in terms of section 57(1) (b) Granting of application to store liquor in terms of section 57(1)	250 250
8.	(a) Application for the extension of trading hours in terms of section 59(4) (b) Granting of application for extension of trading hours in terms of section 59(4)	250 750
9.	Application for renewal in terms of section 64(1)	250
10.	(a) Application for the transfer of a licence in terms of section 65(1) (b) Application for the transfer of a licence in terms of section 65(3)	250 250
11.	Application for the removal of a licence in terms of section 66(2)	500
12.	(a) Application for exemption in terms of section 84(2) (b) Granting of an application for exemption in terms of section 84(2)	500 500
13.	Requests for reasons for a decision by the Liquor Licensing Tribunal	200
14.	Application for a copy of a licence and the conditions thereto or of any application	100
15.	Copies of minutes of proceedings of Authority, Liquor Licensing Tribunal or Appeal Tribunal	The fees are the same as those prescribed in Part II (Fees in respect of public bodies) of Annexure A of the Regulations regarding access to information in terms of the Promotion of Access to Information Act, 2000, published in GN R 187 in <i>Government Gazette</i> 23119 of 15 February 2002.
16.	Maximum amount of fine that the Liquor Licensing Tribunal may impose in terms of section 20(3)(b)(v)	20 000



**ANNEXURE 2**

Fees payable in respect of licences, transfers, removals, renewals,  
and upon granting of certain applications

	<b>Part A</b>	<b>Part B</b>	<b>Part C</b>
Item	Fees payable in respect of a new licence and upon granting of certain applications	Fees payable in respect of the transfer or removal of a licence	Renewal fees
1. On-consumption licence	R 1 500	R 1 000	R 3 000
2. Off-consumption licence	R 1 500	R 1 000	R 3 000
3. On and off-consumption licence	R 1 500	R 1 500	R 5 000
4. Micro-manufacturing licence	R 1 500	R 1 000	R 3 000
5. Temporary liquor licence	R 250 / day	-	-
6. Special events liquor licence	R 150 / day	-	-
7. Altering licensed premises	R 150	-	-
8. Change nature of licences business	R 150	-	-
9. Conduct business on premises on which another business is conducted	R 150	-	-

**ANNEXURE 3**  
INDEX TO FORMS

Form No.	Description	Regulation No.
1.	Nomination form for appointment as member of Board	2(3)
2.	Nomination form for appointment as member of Liquor Licensing Tribunal	6(3)
3.	Application in terms of section 36 for a licence	9(4)
4.	Notice by applicant of intention to lodge application for new licence	9(2)
5.	Notice of application in terms of section 37(1)	10(1)
6.	Notice to be displayed by applicant in terms of section 37(2)	10(2)
7.	Notice to be present at meeting of the Liquor Licensing Tribunal	16(1)
8.	Summons to be present at meeting of the Liquor Licensing Tribunal	16(1)
9.	Notice of conditional granting of licence	17(2)
10.	Notice of granting of licence	18(2)
11.	Liquor licence	18(4)
12.	Application for temporary liquor licence	19(1)
13.	Application for special event liquor licence	19(1)
14.	Temporary liquor licence	19(8)
15.	Special events liquor licence	19(8)
16.	Application for transfer of financial interest in licensed business	21(1)
17.	Nomination of manager	22(1)
18.	Application in terms of section 53(1)(a)	23(1)
19.	Application in terms of section 53(1)(b)	23(2)
20.	Application in terms of section 53(1)(c)	23(3)
21.	Application for extension of trading hours	26(1)
22.	Notice of abandonment of licence	29
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24.	Application for condonation of failure to pay renewal fee on or before last day of February	30(3)
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26.	Application for condonation in terms section 64(4)	31(4)
27.	Application for transfer of licence	32(2)
28.	Certificate of transfer in terms of section 65(12)	32(10)
29.	Application by purchaser of licensed premises in terms of section 65(3)	32(11)
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31.	Application for removal of licence	33(4)
32.	Certificate of removal	33(18)
33.	Notice of appeal or review in terms of section 68(3)	34(3)
34.	Compliance notice	35(1)
35.	Certificate of compliance	35(2)
36.	Application for exemption	36(1)

**FORM 1  
NOMINATION FORM FOR APPOINTMENT AS MEMBER OF BOARD**

[Reg 2(3)]

**PART A: FOR COMPLETION BY THE PERSON MAKING THE NOMINATION**

**1. PERSONAL DETAILS**

1.1 Full name

1.2 Identity number

1.3 Date of birth

1.4 Residential address

Postal code

1.5 Postal address

Postal code

1.5 Telephone numbers Office

Mobile

Home or other

1.7 Fax number

1.8 E-mail address

**2. RELATIONSHIP TO NOMINEE**

Nominator to indicate the nature of the relationship (spouse, family member, partner or associate) between him or herself and the nominee.

SIGNED AT , this  day of  20

PERSON MAKING THE NOMINATION

**FORM 1**  
**NOMINATION FORM FOR APPOINTMENT AS MEMBER OF BOARD**

[Reg 2(3)]

**PART B: FOR COMPLETION BY THE NOMINEE**

**1. PERSONAL DETAILS**

1.1	Full name	<input type="text"/>
1.2	Identity number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.3	Date of birth	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y
1.4	Residential address	<input type="text"/>
	Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.5	Postal address	<input type="text"/>
	Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.5	Telephone numbers	Office <input type="text"/>
		Mobile <input type="text"/>
		Home or other <input type="text"/>
1.7	Fax number	<input type="text"/>
1.8	E-mail address	<input type="text"/>

**FORM 1**  
**NOMINATION FORM FOR APPOINTMENT AS MEMBER OF BOARD**

[Reg 2(3)]

**2. QUALIFICATION OF NOMINEE**

2.1

(a) Are you younger than twenty-five (25) years of age?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) Are you a citizen of the Republic of South Africa and permanently resident in the Province?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) Have you in the preceding ten (10) years been convicted of an offence in terms of this Act or any similar law?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(D) Have you, in the preceding ten (10) years, whether in the Republic or elsewhere, been convicted of theft, fraud, forgery, the uttering of a forged document, perjury or any offence under the Corruption Act, 1992 (Act 94 of 1992), or the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), or any offence of which dishonesty is an element?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) Are you an unrehabilitated insolvent or subject to any legal disability?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(f) Have you in the preceding ten (10) years been removed from any office of trust on account of misconduct or dishonesty?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(G) Are you a political office-bearer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(h) Do you, whether personally or through your spouse, family member, partner or business associate— (i) have a direct or an indirect financial interest in any liquor business or establishment; or (ii) have any interest in any business or enterprise that may conflict or interfere with the proper performance of your duties as a member of the Board or in any licence issued under this Act? <i>(For the purposes of this paragraph, an indirect financial interest does not include an indirect interest held through any fund or investment if the person holding such interest has no control over the investment decisions made in respect of that fund or investment.)</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>

2.2 If any of the questions in paragraph 2.1 (a) to (h) have been replied to in the affirmative, provide full details.

(Use a separate annexure if necessary)

**FORM 1**  
**NOMINATION FORM FOR APPOINTMENT AS MEMBER OF BOARD**

[Reg 2(3)]

---

2.3 If you have been nominated for appointment in terms of section 3(1)(a) of the Act:  
Do you have appropriate knowledge of or experience in systems and processes for ensuring proper accountability, probity and openness in the conduct of the business of the Authority as an organisation?  
YES  NO

2.4 If you have been nominated for appointment in terms of section 3(1)(b) of the Act:  
Do you have appropriate knowledge of or experience in dealing with the combating of the negative social consequences of the abuse of liquor?  
YES  NO

**3. ACADEMIC QUALIFICATIONS**

Please provide full details of all your academic qualifications, including short courses, if any.

**4. MOTIVATION IN SUPPORT OF APPOINTMENT**

Please submit a comprehensive motivation on why you believe you should be appointed as a member of the Board.

---

SIGNED AT , this  day of  20

NOMINEE

**FORM 2**  
**NOMINATION FORM FOR APPOINTMENT AS MEMBER OF LIQUOR LICENSING TRIBUNAL**

[Reg 6(3)]

**PART A: FOR COMPLETION BY THE PERSON MAKING THE NOMINATION**

**1. PERSONAL DETAILS**

1.1 Full name

1.2 Identity number

1.3 Date of birth

1.4 Residential address

Postal code

1.5 Postal address

Postal code

1.5 Telephone numbers Office

Mobile

Home or other

1.7 Fax number

1.8 E-mail address

**2. RELATIONSHIP TO NOMINEE**

Nominator to indicate the nature of the relationship (spouse, family member, partner or associate) between him or herself and the nominee.

SIGNED AT , this  day of  20

PERSON MAKING THE NOMINATION

**FORM 2**  
**NOMINATION FORM FOR APPOINTMENT AS MEMBER OF LIQUOR LICENSING TRIBUNAL**

[Reg 6(3)]

**PART B: FOR COMPLETION BY THE NOMINEE**

**1. PERSONAL DETAILS**

1.1	Full name	<input type="text"/>													
1.2	Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.3	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.4	Residential address	<input type="text"/>													
	Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
1.5	Postal address	<input type="text"/>													
	Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
1.5	Telephone numbers	Office	<input type="text"/>												
		Mobile	<input type="text"/>												
		Home or other	<input type="text"/>												
1.7	Fax number	<input type="text"/>													
1.8	E-mail address	<input type="text"/>													



**FORM 2****NOMINATION FORM FOR APPOINTMENT AS MEMBER OF LIQUOR LICENSING TRIBUNAL**

[Reg 6(3)]

**2. QUALIFICATION OF NOMINEE**

## 2.1

(a) Have you in the preceding ten (10) years been convicted of an offence and sentenced to imprisonment without the option of a fine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) Have you in the past ten (10) years, whether in the Republic or elsewhere, been convicted of theft, fraud, forgery, the uttering of a forged document, perjury or any offence under the Corruption Act, 1992 (Act 94 of 1992), or the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), or any offence of which dishonesty is an element?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) Have you in the past ten (10) years been convicted of an offence in terms of this Act, the Liquor Act, 2003 (Act 59 of 2003), or the Liquor Act, 1989 (Act 27 of 1989), or any similar law?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) Are you an unrehabilitated insolvent or subject to any legal disability?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) Are you at least twenty-five (25) years of age?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(f) Do you have any direct interest in the liquor trade?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(g) Are you a family member, partner or business associate of a person with a direct interest in the liquor trade?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(h) Are you disqualified in terms of section 35 of the Act to hold a liquor licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(i) Are you a citizen of the Republic of South Africa and permanently resident in the Province?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(j) Are you a political office-bearer?	YES <input type="checkbox"/> NO <input type="checkbox"/>

2.2 If any of the questions in paragraph 2.1 (a) to (h) have been replied to in the affirmative, provide full details.

(Use a separate annexure if necessary)

**FORM 2**  
**NOMINATION FORM FOR APPOINTMENT AS MEMBER OF LIQUOR LICENSING TRIBUNAL**

[Reg 6(3)]

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**3. ACADEMIC QUALIFICATIONS**

Please provide full details of all your academic qualifications, including short courses, if any.

**4. MOTIVATION IN SUPPORT OF APPOINTMENT**

Please submit a comprehensive motivation on why you believe you should be appointed as a member of the Board.

---

SIGNED AT , this  day of  20

NOMINEE

**FORM 3**  
**NOTICE OF LODGEMENT OF APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(2)]

Notice is hereby given that below-mentioned applicant has lodged the above-mentioned application, particulars of which appear hereunder, with the Western Cape Liquor

Authority and the relevant designated liquor officer on  (date)

1. Local municipality

2. Full name, street and postal address of applicant

3. Kind of licence applied for

4. Kind of liquor to be micro-manufactured and/or sold

5. Name under which business is to be conducted and full street address of business

6. State whether any consent, approval or authority is applied for in addition to the licence, describe it fully and state the relevant section in terms of which it is applied for.

Place

Signature of applicant or person authorised to sign application

Date

NAME (Printed)

Footnote:

Complete as follows:

1. State the municipality in whose area the premises will be/are situated.
2. State surname of applicant followed by his or her full first names, residential, business and postal address. If the applicant is not a natural person, state the full name of such person, followed by the address of its registered office.
3. State the kind of licence applied for with due regard to section 33.
4. State kind of liquor to be micro-manufactured and/or sold.
5. State the name under which business is to be conducted and describe the situation of the premises where the business is to be conducted with reference to the erf, street and farm number, including such place on other premises upon which any approval is to be exercised.

**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

Date stamp of designated liquor officer receiving the application	Date stamp of Authority
---	-------------------------

**For official use**

Application Fee

Receipt No

Payment Date




Description of Document	Annexure
Application	Form 4
Plan of the premises	A
Site plan	B
Description of the premises	C
Colour photographs	D
Representations in support of application	E
Proof of notice in terms of section 37(2)	F
Proof of right of occupation	G
Proof of identity documents or registration of applicants or members / shareholders of the legal entity	H

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

**1. APPLICANT'S DETAILS**

1.1 Full name

1.2 Identity number

1.3 Date of birth 

D	D	M	M	Y	Y
---	---	---	---	---	---

 (if applicant is a natural person)

1.4 Registration number/  
reference/authorisation  (if applicant is not  
a natural person)

1.5 Address  Postal code

1.6 Address for service of  
documents  Postal code

1.7 Address for service of  
documents after  
application is determined  Postal code

1.8 Contact details of applicant (or, if applicant is a juristic person, of contact person):

Name  (in the case of a juristic person)

Telephone numbers Office

Mobile

Home or other

1.9 Fax number

1.10 E-mail address

1.11 Nominated Manager (if applicant is a juristic person)

Full name

1.12 Identity number

1.13 Address  Postal code

1.14 Telephone numbers Office

Mobile

Home or other

1.15 Fax number

1.16 E-mail address

**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

**2. QUALIFICATION OF APPLICANT**

2.1 Is the applicant someone who –

(a) has within sixty (60) months prior to the lodgement of the application, been sentenced to imprisonment without the option of paying a fine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) has within sixty (60) months prior to the lodgement of the application, been declared to be unfit to hold a registration by the National Liquor Authority or a licence by any provincial liquor authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is an unrehabilitated insolvent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) is a minor ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) was the holder of a licence which was cancelled in terms of the provisions of this Act or an Act regulating liquor licences in any other province within a period of twelve (12) months prior to the lodgement of the application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(f) is a spouse or life partner of a person described in (a), (b) or (e) above?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(g) anyone who is mentally ill as defined in the Mental Health Care Act, 2002 (Act 17 of 2002)?	YES <input type="checkbox"/> NO <input type="checkbox"/>

2.2 In the case of an applicant who is not a natural person:

Is any member, shareholder, trustee, beneficiary or partner of the applicant a person described in paragraph 2.1 (a), (b) or (e)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

2.3 If any of the questions in paragraph 2.1 or 2.2 have been replied to in the affirmative, provide full details.

(Use a separate annexure if necessary)

**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

**3. FINANCIAL INTEREST**

3.1 State the name, identity number and address of each person, including the applicant, who has any financial interest in the business and in each case the nature and extent of such interest. (Use an annexure if necessary)

*[If the applicant is a public company, statutory institution or co-operative as contemplated in the Co-operatives Act, 2005 (Act 14 of 1981), it is sufficient if only the name and postal address of such company, statutory institution or co-operative, as the case may be, the name of each director (if any) thereof and the nature and extent of the financial interest of such company, statutory institution or co-operative are furnished and not also the interests of individual members of such company, statutory institution or co-operative.]*

3.2 If the applicant is a company, close corporation, partnership or trust, state whether a person contemplated in paragraph 3.1 above –

(a) has a controlling interest in the company, close corporation or trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) is a partner in the partnership?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is the main beneficiary under the trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3.3 If any of the question in paragraph 3.2 (a) to (c) have been replied to in the affirmative provide full details (Use an annexure if necessary)

**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

**4. APPLICATION DETAILS**

4.1 State the type of licence applied for

4.2 State the kind of liquor the applicant intends selling under the licence

4.3 Under what name is the business to be conducted

4.4 Address of the premises to be licensed with reference to the number of the erf, street, apartment, shop or farm, as the case may be

4.5 Does the applicant own the premises? YES  NO

If no, give details of the owner and the applicant's right of occupation –

Owner's name

Owner's address

Applicant's right of occupation

Duration of right of occupation

4.6 In the case of an application for a licence which permits consumption of liquor on the premises, state in which portion of the premises liquor will be served and consumed.

4.7 Is the application made in respect of premises which –

(a) have not yet been erected?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) are already erected but require additions or alterations to make them suitable for the purposes of the proposed business?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) are already erected and, in the applicant's opinion, do not require additions or alterations in order to make them suitable for the purposes of the proposed business?	YES <input type="checkbox"/> NO <input type="checkbox"/>



**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

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4.8 If the answer to a question in paragraph 4.7 (a) or (b) was "yes", please state –

(a) the date on which such erections, additions or alterations will be commenced with

and

(b) the period which will be required for the erection, additions or alterations.

4.9 Trading hours sought during which it is proposed liquor may be sold or consumed on the licensed premises

4.10 Jobs created

(a) How many persons will be employed by the business?

(b) How many will be employed in a management capacity?

(c) How many persons will be employed specifically in the regard to the sale of liquor?



**FORM 4**  
**APPLICATION IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 9(4)]

**6. OTHER LICENCES**

6.1 Give full details of any existing liquor licence on the property where the proposed premises are located:

Licensee	<input type="text"/>
Type of licence	<input type="text"/>
Authority	<input type="text"/>
Reference number	<input type="text"/>

*(Location of such other licensed premises in relation to proposed premises to be indicated on a site plan)*

6.2 Give full details of all liquor licences held by the applicant in the Western Cape Province, as well as full details of any registration held with the National Liquor Authority in terms of the Liquor Act, 2003 (Act 59 of 2003)

*(Use separate annexure if necessary)*

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 5**  
**NOTICE IN TERMS OF SECTION 37(1) OF LODGEMENT OF AN APPLICATION**  
**IN TERMS OF SECTION 36 FOR A LICENCE**

[Reg 10(1)]

Notice is hereby given in terms of section 37(1) that the application for a liquor licence, particulars of which appears hereunder, will be lodged at the Western Cape Liquor Authority (the Authority) and the office of the designated liquor officer at the SAPS .....

The application concerned may, up to and including the twenty eighth (28th) day from date of this notice, upon request and free of charge, be inspected by any person at the offices of the Authority and the designated liquor officer.

In terms of section 39(2), you may lodge representations for or against the said application. Should you wish to do so, the representations must be lodged, in writing, with the Authority and the office of the designated liquor officer.

Place of Lodgement

Date of Lodgement

Full Name of applicant

Identity number or registration number of applicant 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street and Postal address of applicant

Kind of licence applied for

Kind of liquor to be micro-manufactured and/or sold

Name under which business will be conducted

Address of the proposed premises

Application Prepared by

Postal address  Postal code 

--	--	--	--

Physical address  Postal code 

--	--	--	--

Telephone numbers Office

Mobile

Home or other

Fax number

E-mail address



**FORM 7**

**NOTICE IN TERMS OF SECTION 23(2) TO BE PRESENT AT A MEETING OF THE LIQUOR LICENSING TRIBUNAL**

[Reg 16(1)]

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**TO:** Name

Address

By virtue of the powers vested in the Presiding Officer by section 23(2) of the Act, you are hereby directed to be present at a meeting of the Liquor Licensing Tribunal which relates to the application or licence with the following particulars:

Name and address of Premises

Name of applicant/licensee

Authority reference number

The meeting will be held on the date, time and at the place as indicated below:

Date       Time  Place

Your attention is invited to the following:

- (i) It is important for you to appear in person. If you are unable to appear in person you may appoint an advocate, attorney or any other person to appear on your behalf.
- (ii) The Presiding Officer may require from you to give evidence or to produce any document or any other thing which is in your possession or custody or under your control.

Issued at  on the  day of  20

Secretary

---

**FOR OFFICIAL USE ONLY**

I certify that I have served this notice upon the person mentioned in the notice by –

- (a) delivering a true copy to  PERSONALLY
- OR
- (b) delivering a true copy to  apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYMENT/BUSINESS\* of the said ..... as he/she\* could not be found at

The nature and exigency of this notice were explained to the recipient thereof.

Time  Day  Month  20

Signature of Police Officer or Inspector

**FORM 8**  
**SUMMONS IN TERMS OF SECTION 23(5)**

[Reg 16(1)]

**TO:** Name

Address

By virtue of the powers vested in the Presiding Officer by section 23(2) of the Act, you are hereby directed to be present and give evidence/produce relevant documents or any other thing indicated in Annexure ..... hereto at a meeting of the Liquor Licensing Tribunal which relates to the application or licence with the following particulars:

Name of Premises

Address of Premises

Name of applicant/licensee

Authority reference number

The meeting will be held on the date, time and at the place as indicated below:

Date       Time  Place

- (i) Your attention is drawn to the fact that it is an offence not to attend a meeting of the Liquor Licensing Tribunal after having been summonsed.
- (ii) The Presiding Officer may require from you to give evidence or to produce any document or any other thing which is in your possession or custody or under your control.

Issued at  on the  day of  20

Secretary

**FOR OFFICIAL USE ONLY**

I certify that I have served this notice upon the person mentioned in the notice by –

- (a) delivering a true copy to  PERSONALLY
- OR
- (b) delivering a true copy to  apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYMENT/BUSINESS\* of the said ..... as he/she\* could not be found at

The nature and exigency of this notice were explained to the recipient thereof.

Time  Day  Month  20

Signature of Police Officer or Inspector

**FORM 9**

**NOTICE IN TERMS OF SECTION 42(1) OF CONDITIONAL GRANTING OF LICENCE**

[Reg 17(2)]

**NAME AND ADDRESS OF PREMISES**

**AUTHORITY REFERENCE NUMBER**

The abovementioned application for a/an ..... LICENCE refers.

Kindly note that a/an ..... LICENCE has been conditionally approved and the licence will be issued upon compliance with the following conditions:

- (a) Submission of a certificate by the designated liquor officer that the premises have been completed in all respects in accordance with the plan submitted with the application or any other plan subsequently approved and that the premises have been completely furnished and equipped to conduct the business for which the premises will be licensed; and/or
- (b) Submission of photographs that show the premises to have been so completed, furnished and equipped; and/or

Kindly note the following:

- (a) The above requirements or conditions must be complied with within twenty-four (24) months from the date of this notice.
- (b) Application may be made to the Presiding Officer of the Liquor Licensing Tribunal to extend the period of the conditional granting.
- (c) If the applicant fails to comply with the aforesaid conditions within the period as determined at the time of the conditional granting or extended in terms of (a) above, the granting of the licence will lapse and the licence will be deemed not to have been granted.

*Chief Executive Officer (CEO) or  
person acting under power delegated by CEO*



**FORM 10**  
**NOTICE IN TERMS OF SECTION 46(1) OF GRANTING OF LICENCE**

[Reg 18(2)]

Name of licensed premises	
Reference Number	
Premises Address	
Name of applicant	

The abovementioned application for a/an ..... LICENCE refers.

Kindly note that a/an ..... LICENCE has been granted and the licence will be issued upon compliance with the following conditions:

Kindly note the following:

- (a) The fee referred in section 46(2) must be paid within sixty (60) days of the issuing of this notice, failing which the granting of the application will lapse.
- (b) If the fee is not paid within the period referred to above you may apply in writing to the Chief Executive Officer for condonation of the failure to pay the fee (See section 46(6)).
- (c) If the Chief Executive Officer condones the failure the fee must be paid by a date determined by the Chief Executive Officer together with a penalty of 100% of that fee.

*Chief Executive Officer (CEO) or  
 person acting under power delegated by CEO*

**FORM 11  
LIQUOR LICENCE**

[Reg. 18(4)]

**AUTHORITY REFERENCE NUMBER**

(hereafter referred to as the licensee)

is hereby licensed to micro-manufacture and/or sell  
(insert kind(s) of liquor)

and to conduct under the name of  
(insert trading name)

upon the licensed premises (the plan of which has been submitted with the application or any other plan thereof which has been subsequently approved, and a copy of which is attached hereto as Annexure "A"), situated at  
(physical address of licensed premises)

in the municipality of

business as is, in accordance with the provisions of the Act and the conditions, determinations, consents, approvals or authorities issued with this licence.

**LICENCE CONDITIONS, DETERMINATIONS, CONSENTS, APPROVALS OR AUTHORITIES**

*Presiding Officer of the Liquor Licensing Tribunal  
(or person acting under power delegated by the  
Presiding Officer)*

Date of issue	Prescribed fee	Paid on:																		
<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	<table border="1"> <tr> <td>R</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	R						<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y															
R																				
D	D	M	M	Y	Y															

Place of issue:

Cape Town

Receipt no./ref.:

**FORM 12**  
**APPLICATION IN TERMS OF SECTION 48(1) FOR A TEMPORARY LIQUOR LICENCE**

[Reg. 19(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

**AUTHORITY REFERENCE NUMBER**

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 12
Plan of the premises	A
Site plan	B
Description of the premises	C
Colour photographs	D
Representations in support of application	E
Proof of right of occupation	F
Proof of valid liquor licence	G

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 12****APPLICATION IN TERMS OF SECTION 48(1) FOR A TEMPORARY LIQUOR LICENCE**

[Reg. 19(1)]

**1. APPLICANTS DETAILS**

1.1	Full name	<input type="text"/>												
1.2	Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1.3	Address	<input type="text"/>								Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.4	Address for service of documents	<input type="text"/>								Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1.5	Contact details of licensee or if applicant is a juristic person, full details of contact person	<input type="text"/>												
1.6	Telephone numbers	Office	<input type="text"/>											
		Mobile	<input type="text"/>											
		Home or other	<input type="text"/>											
1.7	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(if applicant is a natural person)		

**2. DETAILS OF LICENSED BUSINESS**

2.1 Kind of liquor licence:

Liquor Licence in terms of section 33(1)(b)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Liquor Licence in terms of section 33(1)(d)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

(Mark the applicable square)

Kind of liquor that may be sold under liquor licence

Under what name is the licensed business conducted

The erf number and address of licensed premises

Municipal area of the licensed premises

**FORM 12**  
**APPLICATION IN TERMS OF SECTION 48(1) FOR A TEMPORARY LIQUOR LICENCE**

[Reg. 19(1)]

**3. DETAILS OF OCCASION AND PROPOSED PREMISES**

3.1 State the nature of the occasion in respect of which a temporary liquor licence is required

[Empty text box for 3.1]

3.2 Erf number and address of the premises where the business is to be conducted

[Empty text box for 3.2]

3.3 Municipal area where the business is to be conducted

[Empty text box for 3.3]

3.4 Name under which the business is to be conducted

[Empty text box for 3.4]

3.5 Describe the place or places on the premises in which the sale of liquor is to take place

[Empty text box for 3.5]

3.6 State the dates upon and the hours during which such sale will take place

3.7 Will the applicant have the right to occupy the proposed premises? YES  NO

If yes, give details of the owner and the applicant's right of occupation –

Owner's name

[Empty text box for Owner's name]

Owner's address

[Empty text box for Owner's address]

Description of applicant's right of occupation

[Empty text box for Description of applicant's right of occupation]

Duration of right of occupation

[Empty text box for Duration of right of occupation]

3.8 Has a temporary liquor licence previously been granted to the applicant for the current calendar year? YES  NO

If yes, state:

(a) Number of temporary licences granted since January past

[Empty text box for (a)]

(b) Total number of days for which temporary licence has been granted since January past

[Empty text box for (b)]

3.9 Trading hours sought during which liquor may be sold or consumed on the licensed premises:

[Empty text box for 3.9]

**FORM 12**  
**APPLICATION IN TERMS OF SECTION 48(1) FOR A TEMPORARY LIQUOR LICENCE**

[Reg. 19(1)]

**4. OTHER LICENCES**

Give full details of any existing liquor licences on the proposed premises

Licensee

Type of licence

Authority Reference number

*(Location of such other licences in relation to proposed premises to be indicated on site plan)*

**5. FINANCIAL INTEREST**

State the name, identity number and address of each person, including the applicant, who has any financial interest in the business and in each case the nature and extent of such interest.

*(Use an annexure if necessary)*

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 13**  
**APPLICATION IN TERMS OF SECTION 48(4) FOR A SPECIAL EVENTS LIQUOR LICENCE**

[Reg. 19(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

**AUTHORITY REFERENCE NUMBER**

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 13
Plan of the premises	A
Site plan	B
Description of the premises	C
Representations in support of application	D
Proof of right of occupation	E

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

## FORM 13

## APPLICATION IN TERMS OF SECTION 48(4) FOR A SPECIAL EVENTS LIQUOR LICENCE

[Reg. 19(1)]

## 1. APPLICANT'S DETAILS

1.1 Full name

1.2 Address  Postal code

1.3 Address for service of documents  Postal code

1.4 Contact details of licensee or if applicant is a juristic person, full details of contact person

Telephone numbers

Office

Mobile

Home or other

1.5 Date of birth  (if applicant is a natural person)

1.6 Is the applicant:

(a) an educational institution other than a school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) a welfare or cultural organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) the organiser of an exhibition?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) the secretary, manager or chief steward of a <i>bona fide</i> race or sports meeting or similar event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) the organiser of an artistic performance?	YES <input type="checkbox"/> NO <input type="checkbox"/>

(Mark the applicable square)

1.7 Is the applicant a person who:

(a) within five (5) years prior to the lodgement of the application, has been sentenced to imprisonment without the option of paying a fine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) within five (5) years prior to the lodgement of the application, has been declared to be unfit to hold a registration by the National Liquor Authority or a licence by any provincial liquor authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is an unrehabilitated insolvent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) is a minor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) was the holder of a licence which was cancelled in terms of the provisions of this Act, or an Act regulating liquor licences in any other province, within a period of twelve (12) months prior to the lodgement of the application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(f) is the spouse or life partner of a person described in (a), (b) or (e) above?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(g) anyone who is mentally ill as defined in the Mental Health Care Act, 2002 (Act 17 of 2002)?	YES <input type="checkbox"/> NO <input type="checkbox"/>



**FORM 13**  
**APPLICATION IN TERMS OF SECTION 48(4) FOR A SPECIAL EVENTS LIQUOR LICENCE**

[Reg. 19(1)]

1.8 If any of the questions in 1.7 above have been replied to in the affirmative, provide full details

(Use a separate annexure if necessary)

**2. DETAILS OF OCCASION AND PROPOSED PREMISES**

2.1 State the nature of the occasion in respect of which a special event liquor licence is required

2.2 Erf number and address of the premises where the business is to be conducted

2.3 Municipal area where the business is to be conducted

2.4 Name under which the business is to be conducted

2.5 Describe the place or places on the premises in which the sale of liquor is to take place

2.6 Will liquor be sold for consumption on or off the licensed premises?

2.7 State the dates upon and the hours during which such sale will take place

2.8 Will the applicant have the right to occupy the proposed premises?

YES  NO

If yes, give details of the owner and the applicant's right of occupation –

Owner's name

Owner's address

Description of applicant's  
right of occupation

Duration of right of occupation

2.9 Has a special events liquor licence previously been granted to the applicant for the current calendar year?

YES  NO

If yes, state:

(a) Number of special events licences granted since January past

(b) Total number of days for which temporary licence has been granted since January past

2.10 Trading hours sought during which liquor may be sold or consumed on the licensed premises

**FORM 13****APPLICATION IN TERMS OF SECTION 48(4) FOR A SPECIAL EVENTS LIQUOR LICENCE**

[Reg. 19(1)]

**3. OTHER LICENCES**

Give full details of any existing liquor licences on the proposed premises

Licensee

Type of licence

Authority Reference number

*(Location of such other licences in relation to proposed premises to be indicated on site plan)***4. FINANCIAL INTEREST**

4.1 Who will have a financial interest in the business that will be conducted on the proposed premises?

4.2 Describe the nature and extent of such interest

*(Use an annexure if necessary)*

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20 

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 14**  
**TEMPORARY LIQUOR LICENCE IN TERMS OF SECTION 48(1)**

[Reg. 19(8)]

**AUTHORITY REFERENCE NUMBER**



who is the holder of a valid liquor license (the licensee) in terms of Section 33

is hereby licensed to sell  
(insert kind(s) of liquor)

and to conduct his or her business  
under the name of (insert trading name)

upon the licensed premises situated at

(physical address of licensed premises)

on the following days and hours

The licensee is licensed to conduct his or her business in accordance with the provisions of the Act and the following conditions:

**LICENCE CONDITIONS**



*Presiding Officer of the Liquor Licensing Tribunal  
(or person acting under power delegated by the  
Presiding Officer)*

Date of issue	Prescribed fee	Paid on:														
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R																
D	D	M	M	Y	Y											

Place of issue:

Cape Town

Receipt no./ref.:

**FORM 15**  
**SPECIAL EVENT LIQUOR LICENCE IN TERMS OF SECTION 48(4)**

[Reg.19(8)]

---

(the licensee)

is hereby licensed to sell

(insert kind(s) of liquor)

and to conduct business under the name of

(insert trading name)

upon the licensed premises situated at

(physical address of licensed premises)

on the following days and hours

The licensee is licensed to conduct his or her business in accordance with the provisions of the Act and the conditions as set out in the attached Annexure.

*Presiding Officer of the Liquor Licensing Tribunal  
(or person acting under power delegated by the  
Presiding Officer)*

Date of issue	Prescribed fee	Paid on:														
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D	D	M	M	Y	Y											
R																
D	D	M	M	Y	Y											

Place of issue:

Cape Town

Receipt no./ref.:

**FORM 16****APPLICATION IN TERMS OF SECTION 51 TO TRANSFER A FINANCIAL INTEREST IN THE LICENSED BUSINESS**

[Reg.21(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER****AUTHORITY REFERENCE NUMBER****INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 16
Representations in support of application	A
Proof of identity documents or registration of applicants and interest of members / shareholders of the legal entity	B

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 16**

**APPLICATION IN TERMS OF SECTION 51 TO TRANSFER A FINANCIAL INTEREST IN THE LICENSED BUSINESS**

[Reg.21(1)]

**PART A**

**DETAILS OF LICENSEE**

1. Licence number

2. Full name of licensee

3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary

(Use an annexure if necessary)

4. (a) Name and address of the licensed premises

(b) Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be

(c) In which municipal district are the premises referred to in subparagraph (a), situated?

5. Daytime contact name and telephone number

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

**FORM 16**

**APPLICATION IN TERMS OF SECTION 51 TO TRANSFER A FINANCIAL INTEREST IN THE LICENSED BUSINESS**

[Reg.21(1)]

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**PART B**

**DETAILS OF THE PERSON(S) TO BE APPROVED**

1. Full name

2. Identity number   
(or in the case of a company or close corporation, its registration number)

3. Residential address  Postal code

4. Business address  Postal code

5. Postal address  Postal code

6. Telephone numbers Office

Mobile

Home or other

Fax number

**FORM 16****APPLICATION IN TERMS OF SECTION 51 TO TRANSFER A FINANCIAL INTEREST IN THE LICENSED BUSINESS**

[Reg.21(1)]

7.1 Is applicant a person who –

(a) has within sixty (60) months prior to the lodgement of the application, been sentenced to imprisonment without the option of paying a fine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) has within sixty (60) months prior to the lodgement of the application, been declared to be unfit to hold a registration by the National Liquor Authority or a licence by any provincial liquor authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is an unrehabilitated insolvent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) is a minor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) was the holder of a licence which was cancelled in terms of the provisions of the Act or an Act regulating liquor licences in any other province within a period of twelve (12) months prior to the lodgement of the application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(f) is a spouse or life partner of a person described in (a), (b) or (e) above?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(g) is a person who is mentally ill as defined in the Mental Health Care Act, 2002 (Act 17 of 2002)	YES <input type="checkbox"/> NO <input type="checkbox"/>

7.2 In the case of an applicant who is not a natural person

Is any member, shareholder, trustee, beneficiary or partner of the applicant a person described in paragraph 7.1 (a), (b) or (e)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

8. If any of the questions in paragraphs 7.1 or 7.2 have been replied to in the affirmative, provide full details.  
(Use an annexure if necessary)

9. If the applicant is a company, close corporation, partnership or trust, state whether a person contemplated in paragraph 7.1 above –

(a) has a controlling interest in the company, close corporation or trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) is a partner in the partnership?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is the main beneficiary under the trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If any of the question in subparagraphs (a) to (c) above have been replied to in the affirmative provide full details (Use an annexure if necessary)



**FORM 16**

**APPLICATION IN TERMS OF SECTION 51 TO TRANSFER A FINANCIAL INTEREST IN THE LICENSED BUSINESS**

[Reg.21(1)]

10. State the name, identity number and address of each person –
- (a) who, including the holder of the licence, has any financial interest in the business to which the licence relates; and
  - (b) who, including the applicant, will have such interest if the application is granted, and in each case, the nature and extent of such financial interest.
- (Use an annexure if necessary)

11. State the financial interest in the liquor trade in the Republic of the applicant, and if the applicant is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or beneficiary thereunder. (If the applicant or the said shareholder, member, partner or beneficiary has no such interest, this fact must be specifically mentioned)
- (Use an annexure if necessary)

12. If the application relates to an off consumption licence, is the applicant –

(a) a micro-manufacturer of liquor or a person who has a financial interest in the business of a micro-manufacturer of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) a manufacturer of liquor in terms of the Liquor Act 59 of 2003 or a person who has a financial interest in the business of a manufacturer of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) a distributor of liquor in terms of the Liquor Act 59 of 2003?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) a person who has a financial interest in the business of a manufacturer of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If any of the question in subparagraphs (a) to (c) above have been replied to in the affirmative provide full details (Use an annexure if necessary)

**FORM 16****APPLICATION IN TERMS OF SECTION 51 TO TRANSFER A FINANCIAL INTEREST IN THE LICENSED BUSINESS**

[Reg.21(1)]

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 17**  
**NOMINATION IN TERMS OF SECTION 52 FOR THE APPOINTMENT OF A MANAGER**

[Reg.22(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND COPY WITH DESIGNATED LIQUOR OFFICER**

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 17
Representations in support of application	A
Proof of identity documents or registration of applicants and interest of members / shareholders of the legal entity	B

Application Prepared by	<input type="text"/>		
Postal Address	<input type="text"/>		
Physical Address	<input type="text"/>		
Telephone numbers	Office	<input type="text"/>	
	Mobile	<input type="text"/>	
	Home or other	<input type="text"/>	
Fax number	<input type="text"/>		
E-mail address	<input type="text"/>		

**FORM 17**  
**NOMINATION IN TERMS OF SECTION 52 FOR THE APPOINTMENT OF A MANAGER**

[Reg.22(1)]

**PART A – NOMINATION OF MANAGER**

**AUTHORITY REFERENCE NUMBER**

1. Name of Licensed Business

2. State full details of person whose appointment has been terminated (if applicable)

(a) Full name

(b) Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(c) Date of termination

D	D	M	M	Y	Y
---	---	---	---	---	---

3. State full details of person now nominated

(a) Full name

(b) Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(copy of identity document to be attached)

(c) Relationship between nominated manager and the person who is the holder of the liquor licence

(d) Is the nominated manager a person who – (state yes or no)

(i) has, within sixty (60) months prior to the lodgement of the nomination, been sentenced to imprisonment without the option of paying a fine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(ii) has, within sixty (60) months prior to the lodgement of the nomination, been declared to be unfit to hold a registration by the National Liquor Authority or a licence by any provincial liquor authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(iii) is an unrehabilitated insolvent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(iv) is a minor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(v) was the holder of a licence which was cancelled in terms of the provisions of this Act or an Act regulating liquor licences in any other province within a period of twelve (12) months prior to the lodgement of the application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(vi) is a spouse or life partner of a person described in (i), (ii) or (v) above?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(vii) is a person who is mentally ill as defined in the Mental Health Care Act, 2002 (Act 17 of 2002)?	YES <input type="checkbox"/> NO <input type="checkbox"/>

(e) If any of the questions in subparagraph (d) have been replied to in the affirmative, provide full details. (Use an annexure if necessary)

(f) Date of appointment

D	D	M	M	Y	Y
---	---	---	---	---	---

**FORM 17**  
**NOMINATION IN TERMS OF SECTION 52 FOR THE APPOINTMENT OF A MANAGER**

[Reg.22(1)]

4. If nominated manager has any financial interest in the licensed business, give full details

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature

*(Written authorisation sign on behalf of licensee to be attached)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**PART B – ACCEPTANCE BY NOMINATED MANAGER**

I,  the undersigned hereby accept above nomination and accept responsibility for the management of the business and understand that I am subject to the same duties, obligations and liabilities as the licensee.

Signature of nominated manager

**FORM 18****APPLICATION IN TERMS OF SECTION 53(1)(a) FOR CONSENT TO ALTER LICENSED PREMISES**

[Reg.23(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

AUTHORITY REFERENCE NUMBER

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 18
Plan of the premises	A
Site plan	B
Description of the premises	C
Colour photographs	D
Proof of right of occupation	E
Proof of valid liquor licence	F
Representations in support of application	G

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 18**  
**APPLICATION IN TERMS OF SECTION 53(1)(a) FOR CONSENT TO ALTER LICENSED PREMISES**

[Reg.23(1)]

**1. APPLICANTS DETAILS**

1.1 Full name

1.2 Address  Postal code

1.3 Address for service of documents  Postal code

1.4 Contact details of licensee (or, if applicant is a juristic person, of contact person):  
 Name  (in the case of a juristic person)

1.5 Telephone numbers  
 Office   
 Mobile   
 Home or other

1.6 Date of birth       (if applicant is a natural person)

**2. DETAILS OF LICENSED BUSINESS**

2.1 Kind of liquor licence:

Liquor Licence in terms of section 33(1)(b)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Liquor Licence in terms of section 33(1)(d)	YES <input type="checkbox"/> NO <input type="checkbox"/>

(Mark the applicable square)

2.2 Kind of liquor that may be sold under liquor licence

2.3 Name under which the licensed business is conducted

2.4 Erf number and address of licensed premises

2.5 Municipal area of the licensed premises

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person, the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

**FORM 19****APPLICATION IN TERMS OF SECTION 53(1)(b) FOR CONSENT TO CHANGE NATURE LICENSED BUSINESS**

[Reg.23(2)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

AUTHORITY REFERENCE NUMBER

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 19
Proof of right of occupation	A
Proof of valid liquor licence	B
Representations in support of application	C
Plan of the premises (if necessary)	D
Site plan (if necessary)	E
Description of the premises (if necessary)	F
Colour photographs	G

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address



FORM 19

APPLICATION IN TERMS OF SECTION 53(1)(b) FOR CONSENT TO CHANGE NATURE LICENSED BUSINESS

[Reg.23(2)]

1. APPLICANTS DETAILS

1.1 Full name

1.2 Address  Postal code

1.3 Address for service of documents  Postal code

1.4 Contact details of licensee (or, if applicant is a juristic person, of contact person):  
 Name  (in the case of a juristic person)

1.5 Telephone numbers  
 Office   
 Mobile   
 Home or other

1.6 Date of birth  (if applicant is a natural person)

2. DETAILS OF LICENSED BUSINESS

2.1 Kind of liquor licence:

Liquor Licence in terms of section 33(1)(b)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Liquor Licence in terms of section 33(1)(d)	YES <input type="checkbox"/> NO <input type="checkbox"/>

(Mark the applicable square)

2.2 Kind of liquor that may be sold under liquor licence

2.3 Name under which the licensed business is conducted

2.4 Erf number and address of licensed premises

2.5 Municipal area of the licensed premises

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person, the person authorised to sign application  
(Written authorisation to be attached if not signed by applicant)

Name (Printed)

**FORM 20**

**APPLICATION IN TERMS OF SECTION 53(1)(c) FOR CONSENT TO CONDUCT A BUSINESS UNDER LICENCE ON PREMISES ON WHICH ANY OTHER BUSINESS, INCLUDING A BUSINESS TO WHICH ANY OTHER LICENCE RELATES, OR ANY OTHER TRADE OR OCCUPATION IS CARRIED ON.**

[Reg. 23(3)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

**AUTHORITY REFERENCE NUMBER**

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 20
Proof of right of occupation	A
Proof of valid liquor licence	B
Representations in support of application	C
Plan of the premises (if necessary)	D
Site plan (if necessary)	E
Description of the premises (if necessary)	F
Description of any other business, trade or occupation that is carried on or pursued on the premises (if necessary)	G
Colour photographs (if necessary)	H

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 20**

**APPLICATION IN TERMS OF SECTION 53(1)(c) FOR CONSENT TO CONDUCT A BUSINESS UNDER LICENCE ON PREMISES ON WHICH ANY OTHER BUSINESS, INCLUDING A BUSINESS TO WHICH ANY OTHER LICENCE RELATES, OR ANY OTHER TRADE OR OCCUPATION IS CARRIED ON.**

[Reg. 23(3)]

**1. APPLICANTS DETAILS**

1.1 Full name

1.2 Address  Postal code

1.3 Address for service of documents  Postal code

1.4 Contact details of licensee (or, if applicant is a juristic person, of contact person):

Name  (in the case of a juristic person)

1.5 Telephone numbers

Office

Mobile

Home or other

1.6 Date of birth 

D	D	M	M	Y	Y
---	---	---	---	---	---

 (if applicant is a natural person)

**2. DETAILS OF LICENSED BUSINESS**

2.1 Kind of liquor licence:

Liquor Licence in terms of section 33(1)(b)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Liquor Licence in terms of section 33(1)(d)	YES <input type="checkbox"/> NO <input type="checkbox"/>

(Mark the applicable square)

2.2 Kind of liquor that may be sold under liquor licence

2.3 Name under which the licensed business is conducted

2.4 Erf number and address of licensed premises

2.5 Municipal area of the licensed premises

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person, the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

**FORM 21**  
**APPLICATION IN TERMS OF SECTION 59(4) FOR EXTENSION OF TRADING HOURS**

[Reg. 26(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

Date stamp of designated  
liquor officer receiving the application

Date stamp of Authority

**For official use**

Application Fee

Receipt No

Payment Date




<i>Description of Document</i>	<i>Annexure</i>
Application	Form 21
Representations in support of application	A

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 21**  
**APPLICATION IN TERMS OF SECTION 59(4) FOR EXTENSION OF TRADING HOURS**

[Reg. 26(1)]

**PART A**

**DETAILS OF LICENSEE**

1. Licence number

2. Full name of licensee

3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary

(Use an annexure if necessary)

4. (a) Name and address of the licensed premises

(b) Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be

(c) In which municipal district are the premises referred to in subparagraph (a), situated?

5. Daytime contact name and telephone number

6. State reason(s) why licensee applies for extension of trading hours

(Use an annexure if necessary)

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature

*(Written authorisation sign on behalf of licensee to be attached)*

Name (Printed)

**FORM 21**  
**APPLICATION IN TERMS OF SECTION 59(4) FOR EXTENSION OF TRADING HOURS**

[Reg. 26(1)]

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I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 22  
NOTICE OF ABANDONMENT OF LICENCE**

[Reg.29]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

**AUTHORITY REFERENCE NUMBER**

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 22
Affidavit relating to abandonment	A

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 22**  
**NOTICE OF ABANDONMENT OF LICENCE**

[Reg.29]

**DETAILS OF LICENSEE**

1. Licence number

2. Full name of licensee

3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary

(Use an annexure if necessary)

4. (a) Name and address of the licensed premises

(b) Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be

(c) In which municipal district are the premises referred to in subparagraph (a), situated?

5. Daytime contact name and telephone number

6. State reason(s) why licensee applies for extension of trading hours

(Use an annexure if necessary)

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature

*(Written authorisation sign on behalf of licensee to be attached)*

Name (Printed)



**FORM 23**

**ANNUAL RENEWAL NOTICE**

(ADVICE OF ANNUAL FEES PAYABLE IN RESPECT OF A LIQUOR LICENCE FOR THE YEAR 20 )

[Reg.30(1)]

**AUTHORITY REFERENCE NUMBER**

Name and address of the licensed premises

Kind of licence

Fees payable

Total fees payable to Authority



Payable on or before

D	D	M	M	Y	Y
---	---	---	---	---	---

31 December 20

**FOR OFFICIAL USE BY AUTHORITY**

Date of issue	Amount received	Paid on:													
<table border="1" style="border-collapse: collapse; margin: auto;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	<table border="1" style="border-collapse: collapse; margin: auto;"> <tr> <td style="width: 40px; height: 20px;">R</td> </tr> </table>	R	<table border="1" style="border-collapse: collapse; margin: auto;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y										
R															
D	D	M	M	Y	Y										
Place of issue: Cape Town	Receipt no./ref.: <input style="width: 100%; height: 20px;" type="text"/>	Office date stamp													

*Note:* If the fees are received after 31 December, the fees payable will be increased by 50% and if the fees are received after 31 January, the fees will be increased by 100%. No fees are to be received after 28 February.

Amount received

Receipt No

Office date stamp

**FORM 24**

**APPLICATION IN TERMS OF SECTION 63(4) FOR CONDONATION OF FAILURE TO PAY RENEWAL FEE**

[Reg. 30(3)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

Date stamp of designated  
liquor officer receiving the application

Date stamp of Authority

**For official use**

Application Fee

Receipt No

Payment Date




<i>Description of Document</i>	<i>Annexure</i>
Application	Form 24
Representations in support of application	A

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 24**

**APPLICATION IN TERMS OF SECTION 63(4) FOR CONDONATION OF FAILURE TO PAY RENEWAL FEE**

[Reg. 30(3)]

**PART A**

**DETAILS OF LICENSEE**

1. Licence number

2. Full name of licensee

3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary

(Use an annexure if necessary)

4. (a) Name and address of the licensed premises

(b) Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be

(c) In which municipal district are the premises referred to in subparagraph (a), situated?

5. Daytime contact name and telephone number

6. State reason(s) for not paying renewal fee by the end of February 20  and basis for request for condonation of failure to do so.

(Use an annexure if necessary)

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of Licensee or person authorised to sign on behalf of Licensee

*(Written authorisation sign to be attached if not signed by applicant)*

Name (Printed)

**FORM 24****APPLICATION IN TERMS OF SECTION 63(4) FOR CONDONATION OF FAILURE TO PAY RENEWAL FEE**

[Reg. 30(3)]

---

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name Business address Designation Area for which appointment is held Office held if appointment is *ex officio*

**FORM 25**  
**APPLICATION IN TERMS OF SECTION 64(1) FOR RENEWAL OF LICENCE**

[Reg. 31(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

Date stamp of designated  
liquor officer receiving the application

Date stamp of Authority

**For official use**

Application Fee

Receipt No

Payment Date




<i>Description of Document</i>	<i>Annexure</i>
Application	Form 25
Representations in support of application	A

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 25**  
**APPLICATION IN TERMS OF SECTION 64(1) FOR RENEWAL OF LICENCE**

[Reg. 31(1)]

**PART A**

**DETAILS OF LICENSEE**

1. Licence number

2. Full name of licensee

3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary

(Use an annexure if necessary)

4. (a) Name and address of the licensed premises

(b) Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be

(c) In which municipal district are the premises referred to in subparagraph (a), situated?

5. Daytime contact name and telephone number

6. State reason(s) why licensee should be allowed to renew license despite existence of condition(s) as contemplated in section 64(1)(a) to (e).

(Use an annexure if necessary)

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of Licensee or person authorised to sign on behalf of Licensee  
*(Written authorisation sign to be attached if not signed by applicant)*

Name (Printed)

**FORM 25**  
**APPLICATION IN TERMS OF SECTION 64(1) FOR RENEWAL OF LICENCE**

[Reg. 31(1)]

---

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 26**

**APPLICATION IN TERMS OF SECTION 64(4) FOR CONDONATION OF FAILURE TO APPLY FOR THE RENEWAL OF A LICENCE BY NO LATER THAN 30 SEPTEMBER OF THE APPLICABLE YEAR**

[Reg. 31(4)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

Date stamp of designated liquor officer receiving the application

Date stamp of Authority

**For official use**

Application Fee

Receipt No

Payment Date




<i>Description of Document</i>	<i>Annexure</i>
Application	Form 26
Representations in support of application	A

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address



**FORM 26**

**APPLICATION IN TERMS OF SECTION 64(4) FOR CONDONATION OF FAILURE TO APPLY FOR THE RENEWAL OF A LICENCE BY NO LATER THAN 30 SEPTEMBER OF THE APPLICABLE YEAR**

[Reg. 31(4)]

**PART A**

**DETAILS OF LICENSEE**

1. Licence number

2. Full name of licensee

3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary

(Use an annexure if necessary)

4. (a) Name and address of the licensed premises

(b) Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be

(c) In which municipal district are the premises referred to in subparagraph (a), situated?

5. Daytime contact name and telephone number

6. State reason(s) for not applying for renewal of license no later than 30 September of the relevant year in the prescribed form and the basis for request for condonation of failure to do so.

(Use an annexure if necessary)

**FORM 26**

**APPLICATION IN TERMS OF SECTION 64(4) FOR CONDONATION OF FAILURE TO APPLY FOR THE RENEWAL OF A LICENCE BY NO LATER THAN 30 SEPTEMBER OF THE APPLICABLE YEAR**

[Reg. 31(4)]

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of Licensee or person authorised to sign on behalf of Licensee

*(Written authorisation sign to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 27**  
**APPLICATION IN TERMS OF SECTION 65 FOR THE TRANSFER OF LIQUOR LICENCE**

[Reg. 32(2)]

**AUTHORITY REFERENCE NUMBER**

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 27
Representations in support of application	A
Proof of identity documents or registration of applicants and interest of members / shareholders of the legal entity	B
Proof of payment of the application fee set out in Item 10 of Annexure 1	C

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 27****APPLICATION IN TERMS OF SECTION 65 FOR THE TRANSFER OF LIQUOR LICENCE**

[Reg. 32(2)]

**PART A****DETAILS OF LICENSEE**

1. Licence number
2. Full name of licensee
3. If the licensee is not a natural person, state the name, identity number and address and extent of financial interest of each shareholder, member, partner or beneficiary
- 
- (Use an annexure if necessary)
4. (a) Name and address of the licensed business
- 
- (b) Name under which the prospective licensee will conduct the licensed business
- 
- (c) Describe the situation of the premises where the licensed business is conducted with reference to the erf, street(s), apartment(s), shop(s) or farm, as the case may be
- 
- (d) In which municipal district are the premises referred to in subparagraph (a), situated?
- 
5. Daytime contact name and telephone number

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of Licensee or person authorised to sign on behalf of Licensee

*(Written authorisation sign to be attached if not signed by applicant)*


Name (Printed)



**FORM 27****APPLICATION IN TERMS OF SECTION 65 FOR THE TRANSFER OF LIQUOR LICENCE**

[Reg. 32(2)]

7. Is applicant a person who –

(a) has within sixty (60) months prior to the lodgement of the application, been sentenced to imprisonment without the option of paying a fine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) has within sixty (60) months prior to the lodgement of the application, been declared to be unfit to hold a registration by the National Liquor Authority or a licence by any provincial liquor authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is an unrehabilitated insolvent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) is a minor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(e) was the holder of a licence which was cancelled in terms of the provisions of the Act or an Act regulating liquor licences in any other province within a period of twelve (12) months prior to the lodgement of the application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(f) is a spouse or life partner of a person described in (a), (b) or (e) above?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(g) is a person who is mentally ill as defined in the Mental Health Care Act, 2002 (Act 17 of 2002)	YES <input type="checkbox"/> NO <input type="checkbox"/>
(h) in the case of a juristic person, is one of the members, shareholders, trustees or beneficiaries a person described in (a), (b), (d), (e) or (g) above?	YES <input type="checkbox"/> NO <input type="checkbox"/>

8. If any of the questions in subparagraphs 7(a) to (h) have been replied to in the affirmative, provide full details. (Use an annexure if necessary)

--

9. If the applicant is a company, close corporation, partnership or trust, state whether a person contemplated in paragraph 7 above –

(a) has a controlling interest in the company, close corporation or trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) is a partner in the partnership?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) is the main beneficiary under the trust?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If any of the question in subparagraphs 9 (a) to (c) above have been replied to in the affirmative provide full details (Use an annexure if necessary)

--

**FORM 27**  
**APPLICATION IN TERMS OF SECTION 65 FOR THE TRANSFER OF LIQUOR LICENCE**

[Reg. 32(2)]

10. State the name, identity number and address of each person –
- (a) who, including the holder of the licence, has any financial interest in the business to which the licence relates; and
  - (b) who, including the applicant, will have such interest if the application is granted, and in each case, the nature and extent of such financial interest.

(Use an annexure if necessary)

- (c) State the financial interest in the liquor trade in the Republic of the applicant, and if the applicant is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or beneficiary thereunder. (If the applicant or the said shareholder, member, partner or beneficiary has no such interest, this fact must be specifically mentioned)

(Use an annexure if necessary)

- (d) If the application relates to an off consumption licence, is the applicant –

(i) a micro-manufacturer of liquor or a person who has a financial interest in the business of a micro-manufacturer of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(ii) a manufacturer of liquor in terms of the Liquor Act 59 of 2003 or a person who has a financial interest in the business of a manufacturer of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(iii) a distributor of liquor in terms of the Liquor Act 59 of 2003?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(iv) a person who has a financial interest in the business of a manufacturer of liquor?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If any of the question in subparagraphs (a) to (c) above have been replied to in the affirmative provide full details (Use an annexure if necessary)

**FORM 27****APPLICATION IN TERMS OF SECTION 65 FOR THE TRANSFER OF LIQUOR LICENCE**

[Reg. 32(2)]

(e) Does the applicant own the premises?

YES  NO 

If NO, give details of the owner and the prospective licensee's right of occupation –

Owner's name

Owner's address

Applicant's right of occupation

Duration of right of occupation

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature

*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was

signed and sworn to / affirmed before me at

this

day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*



**FORM 28**  
**CERTIFICATE OF TRANSFER OF A LIQUOR LICENCE IN TERMS OF SECTION 65(17)**

[Reg. 32(10)]

**AUTHORITY REFERENCE NUMBER**

The

license, held by

in respect of premises situate at

in the municipality of

under which business is conducted under the name of

is hereby transferred to

The business will in future be conducted under the name of

This certificate must at all times during the currency thereof be attached to the licence concerned.

*Presiding Officer of the Liquor Licensing Tribunal  
 (or person acting under power delegated by the  
 Presiding Officer)*

Date of issue	Prescribed fee	Paid on:														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">R</td> <td style="width: 90%;"></td> </tr> </table>	R		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y											
R																
D	D	M	M	Y	Y											

Place of issue:

Cape Town

Receipt no./ref.:

**FORM 29****APPLICATION IN TERMS OF SECTION 65(3) FOR CONSENT TO CONDUCT LICENSED BUSINESS  
PENDING TRANSFER OF LIQUOR LICENCE**

[Reg. 32(11)]

**AUTHORITY REFERENCE NUMBER****INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 29
Representations in support of application	A
Proof of identity documents or registration of applicants and interest of members / shareholders of the legal entity	B

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 29**  
**APPLICATION IN TERMS OF SECTION 65(3) FOR CONSENT TO CONDUCT LICENSED BUSINESS**  
**PENDING TRANSFER OF LIQUOR LICENCE**

[Reg. 32(11)]

**PART A**

**DETAILS OF LICENSEE**

1. Licence number
2. Full name of licensee
3. Name and address of the licensed business (Use an annexure if necessary)
4. Name under which the prospective licensee will conduct the licensed business
5. Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be.
6. In which municipal district are the premises referred to in subparagraph (a), situated?
7. Daytime contact name and telephone number

**PART B**

**DETAILS OF THE PERSON WHO IS THE PROSPECTIVE LICENSEE**

1. Full name
2. Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
(or in the case of a company or close corporation, its registration number)
3. Residential address  Postal code 

--	--	--	--
4. Business address  Postal code 

--	--	--	--
5. Postal address  Postal code 

--	--	--	--

**FORM 29**

**APPLICATION IN TERMS OF SECTION 65(3) FOR CONSENT TO CONDUCT LICENSED BUSINESS  
PENDING TRANSFER OF LIQUOR LICENCE**

[Reg. 32(11)]

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6. Telephone numbers

Office	<input type="text"/>
Mobile	<input type="text"/>
Home or other	<input type="text"/>
Fax number	<input type="text"/>

7. Motivation for application to operate business pending the application for transfer of the licence

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature: Proposed licensee  
*(Written authorisation to be attached if not signed proposed licensee)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 30**  
**NOTICE OF INTENTION TO APPLY IN TERMS OF SECTION 66(2) FOR THE**  
**PERMANENT/TEMPORARY REMOVAL OF A LICENCE**

[Reg. 33(2)]

**ORIGINAL TO BE LODGED WITH AUTHORITY (IN ENGLISH, AFRIKAANS AND ISIXHOSA)**

**AUTHORITY REFERENCE NUMBER**

Date stamp of Authority

Notice is hereby given that it is the intention to lodge the above-mentioned application, particulars of which appear hereunder, with the Western Cape Liquor Authority and the designated liquor officer or officers referred to in regulation 32(1).

Full name, street and postal address of applicant	Kind of licence to be removed	Kind of liquor to be sold	Full address of licensed premises and municipality in which situated	Name under which business is to be conducted and full address of other premises	Determinations, consents, approvals or authorities applied for

Place

Signature of Licensee or person authorised to sign application  
*(Written authorisation sign to be attached if not signed by applicant)*

Date

Name (Printed)

Footnote:

Complete columns as follows:

- Column 1: State surname of applicant followed by his or her full first names, residential, business and postal address. If applicant is not a natural person, state the full name of such person followed by the address of its registered office.
- Column 2: State the kind of licence to be removed with due regard to section 66
- Column 3: State the kind of liquor to be sold.
- Column 4: Describe the situation of the premises where the licensed business is conducted with reference to the number of the erf, street(s), apartment(s), shop(s) or farm, as the case may be, and state in which municipality the premises are situated.
- Column 5: State the name under which business is to be conducted and describe the situation of the premises where the business is to be conducted with reference to the erf, street and farm number, including such place on other premises upon which any approval or determination is to be exercised.
- Column 6: Describe determination, consent, approval or authority applied for and state the relevant section.

**FORM 31**  
**APPLICATION IN TERMS OF SECTION 66(2) FOR REMOVAL OF LICENCE**

[Reg. 33(4)]

**AUTHORITY REFERENCE NUMBER**

Date stamp of Authority

**INDEX**

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 20
Plan of the premises	A
Site plan	B
Description of the premises	C
Colour photographs	D
Representations in support of application	E
Proof notices in terms of section 37	F
Proof of right of occupation	G
Proof of identity documents or registration of applicants or members / shareholders of the legal entity	H

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 31**  
**APPLICATION IN TERMS OF SECTION 66(2) FOR REMOVAL OF LICENCE**

[Reg. 33(4)]

**1. APPLICANT'S DETAILS**

1.1 Full name

1.2 Address  Postal code

1.3 Address for service of documents  Postal code

1.4 Address for service of documents after application is determined  Postal code

1.5 If applicant is a juristic person, full details of contact person

Name

1.6 Telephone numbers

Office

Mobile

Home or other

1.6 Date of birth 

D	D	M	M	Y	Y
---	---	---	---	---	---

 (if applicant is an individual)

**2. NOMINATED MANAGER\_** (if applicant is a juristic person)

2.1 Full name

2.2 Address  Postal code

2.3 Telephone numbers

Office

Mobile

Home or other

2.4 Date of birth 

D	D	M	M	Y	Y
---	---	---	---	---	---

**FORM 31****APPLICATION IN TERMS OF SECTION 66(2) FOR REMOVAL OF LICENCE**

[Reg. 33(4)]

**3. DETAILS OF THE REMOVAL**

3.1 Under what name is the licensed business conducted?

3.2 Will the name change upon approval of the application for removal YES  NO

3.3 If so, state new name

3.4 Describe the situation of the premises where the business is conducted with reference to the erf, street and farm number

3.5 Describe the situation of the premises where the business is to be conducted with reference to the erf, street(s), apartment(s), shop(s) or farm number, as the case may be

3.6 Are the premises referred to in number 4 and 5 in the same police district? YES  NO

3.7 Are the premises referred to in number 4 and 5 in the same municipal area? YES  NO

3.8 State the shortest distance by road from the premises referred to in number 4 to the premises referred to in number 5.

3.9 In the case of a licence which includes the right to micro-manufacture, describe the situation of the premises where the liquor concerned is manufactured with reference to the erf, street and farm number.

3.10 Does applicant own the premises to which the licence is to be removed? YES  NO

3.11 If no, provide details of the owner and applicant's right of occupation.

Owner's name

Owner's address

Applicant's right of occupation

Duration of right of occupation

3.12 In the case of an application for a licence which permits consumption of liquor on the premises, state in which portion of the premises liquor will be served and consumed?



**FORM 31**  
**APPLICATION IN TERMS OF SECTION 66(2) FOR REMOVAL OF LICENCE**

[Reg. 33(4)]

3.13 Is the application made in respect of a premises which –

(a) have not yet been erected?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b) have already been erected but require additions or alterations to make the premises suitable for the purpose of business?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(c) have already been erected and, do not require additions or alterations in order to make the premises suitable for the purpose of business?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3.14 If the answer to questions 3.13 (a) or (b) was "yes", please state –

- (a) The date on which such erections, additions or alterations will be commenced with  and
- (b) The period which will be required for the erection, additions or alterations

3.15 Trading hours sought during which liquor may be sold or consumed on the licensed premises

3.16 In the case of an application for the temporary removal of a licence, state for what period such removal is desired.

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature: Proposed licensee

*(Written authorisation to be attached if not signed proposed licensee)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*

**FORM 32**

**CERTIFICATE OF REMOVAL OF A LIQUOR LICENCE IN TERMS OF SECTION 66(6)**

[Reg. 33(18)]

**AUTHORITY REFERENCE NUMBER**

The

license, granted in respect of premises situate at

and upon which business is conducted under the name of

is hereby

permanently

temporarily

\* removed to premises situate at

in the municipality of

where business will be conducted under the name

*\*(Delete that which is not applicable)*

The temporary removal is permitted for the period

until

The determinations, consent, approvals and authorities which have been granted are set out in herein below.

**LICENCE CONDITIONS**

*Presiding Officer of the Liquor Licensing Tribunal  
(or person acting under power delegated by the Presiding Officer)*

Date of issue	Prescribed fee	Paid on:
<input type="text" value="D D M M Y Y"/>	<input type="text" value="R"/>	<input type="text" value="D D M M Y Y"/>

Place of issue:

Receipt no./ref.:

Cape Town

**This certificate must at all times during the currency thereof, be attached to the licence concerned.**



**FORM 33****NOTICE OF APPEAL OR REVIEW IN TERMS OF SECTION 68(3) AND REGULATION 34(3)****2. DETAILS OF APPEAL / REVIEW**

2.1 Western Cape Liquor Authority decision appeal / review application is brought against.

Date of decision: 

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

Date on which the appellant was informed of the decision 

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

2.2 Nature of the right adversely affected by the decision:

(Attach further pages if the space provided is insufficient – typed double spacing on A4 standard paper)

2.3 Grounds of the appeal / review:

(Attach further pages if the space provided is insufficient – Typed double spacing on A4 standard paper)

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)



**FORM 34**  
**COMPLIANCE NOTICE IN TERMS OF SECTION 69(1)**

[Reg. 35(1)]

Place of issue

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Signature of person served (if obtainable)

Full names of inspector or designated liquor officer

**FOR OFFICIAL USE ONLY**

I confirm that I have served this notice by delivering the original to –

as contemplated in regulation 34(2) at –

Place

Time

The nature and urgency of this notice was explained to the recipient.

*Signature of Inspector or designated liquor Officer*



**FORM 35**  
**CERTIFICATE OF COMPLIANCE IN TERMS OF SECTION 69(6)**

[Reg. 35(3)]

Place of issue

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Signature of person served (if obtainable)

Full names of inspector or designated liquor officer

**FOR OFFICIAL USE ONLY**

I confirm that I have served this notice by delivering the original to –

as contemplated in regulation 34(4) at –

Place

Time

The nature and urgency of this notice was explained to the recipient.

*Signature of Inspector or designated liquor Officer*



**FORM 36**  
**APPLICATION FOR EXCEPTION IN TERMS OF SECTION 84(2)**

[Reg. 36(1)]

**ORIGINAL TO BE LODGED WITH AUTHORITY AND TWO COPIES WITH DESIGNATED LIQUOR OFFICER**

Date stamp of designated  
liquor officer receiving the application

Date stamp of Authority

**For official use**

Application Fee

Receipt No

Payment Date

<i>Description of Document</i>	<i>Annexure</i>
Application	Form 36
Documentation supporting the exception application	A

Application Prepared by

Postal Address

Physical Address

Telephone numbers

Office

Mobile

Home or other

Fax number

E-mail address

**FORM 36**  
**APPLICATION FOR EXCEPTION IN TERMS OF SECTION 84(2)**

[Reg. 36(1)]

Application for exemption in terms of:

Exemption	Description of exemption	Mark Appropriate Box ✓
Section 84(2)(a)	Premises occupied, controlled or maintained by a department of State	
Section 84(2)(b)	Premises occupied, controlled or maintained by Armaments Corporation of South Africa Limited or the Atomic Energy Corporation of South Africa Limited, to employees of the institution concerned and their bona fide guests, for consumption on those premises	
Section 84(2)(c)	Application on behalf of a statutory institution on premises in or at a public resort, national park or game or nature reserve.	
Section 84(2)(d)	Application on behalf of the principal of an educational institution, excluding a school as defined in the South African Schools Act, 1996, in a restaurant used for the training of persons in catering services on premises occupied, controlled or maintained by the institution concerned, for consumption in that restaurant.	
Section 84(2)(e)	Application by a person that is a collector of wine and that liquor consists of his or her collection of wine or any part thereof.	
Section 84(2)(f)	Application by a person that is a licensed auctioneer acting on behalf of a bona fide cultural or welfare organisation, an educational institution, excluding a school as defined in the South African Schools Act, 1996, or an insurer.	

**1. APPLICANT'S DETAILS**

**1.1 IF APPLICANT IS A NATURAL PERSON**

1.1.1	Full name	<input type="text"/>
1.1.2	Identity number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.1.3	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.1.4	Registration number/ reference/authorisation	<input type="text"/>
1.1.5	Address	<input type="text"/> Postal code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.1.6	Address for service of documents	<input type="text"/> Postal code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.1.7	Address for service of documents after application is determined	<input type="text"/> Postal code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**FORM 36**  
**APPLICATION FOR EXCEPTION IN TERMS OF SECTION 84(2)**

[Reg. 36(1)]

1.1.8 Contact details of applicant (or, if applicant is a juristic person, of contact person):

Name  (in the case of a juristic person)

Telephone numbers Office

Mobile

Home or other

1.1.9 Fax number

1.1.10 E-mail address

**1.2 IF APPLICANT IS A JURISTIC PERSON**

1.2.1 Nominated Manager

Full name

1.2.2 Identity number

1.2.3 Address  Postal code

1.2.4 Telephone numbers Office

Mobile

Home or other

1.2.5 Fax number

1.2.6 E-mail address

**2. REPRESENTATIONS IN SUPPORT OF APPLICATION**

(Use further annexures if necessary)

**FORM 36**  
**APPLICATION FOR EXCEPTION IN TERMS OF SECTION 84(2)**

[Reg. 36(1)]

I declare / truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date

Signature of applicant or if applicant is a juristic person,  
the person authorised to sign application  
*(Written authorisation to be attached if not signed by applicant)*

Name (Printed)

I certify that the applicant has acknowledged that he/she knows and understands the contents of this, which was signed and sworn to / affirmed before me at  this  day of 20

Commissioner of oaths

Full name

Business address

Designation

Area for which appointment is held

Office held if appointment is *ex officio*