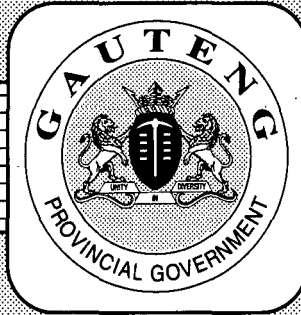


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**THE PROVINCE OF
GAUTENG**



**DIE PROVINSIE
GAUTENG**

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Other countries • Buitelands: **R3,25**

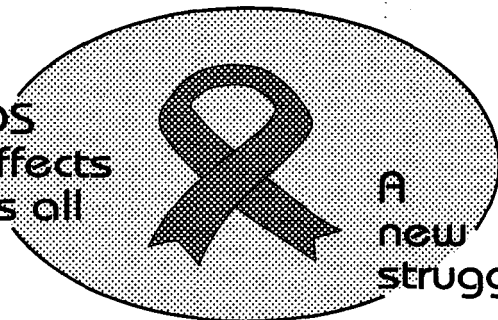
Vol. 10

**PRETORIA, 6 FEBRUARY
FEBRUARIE 2004**

No. 42

We all have the power to prevent AIDS

AIDS
affects
us all



A
new
struggle

Prevention is the cure

**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH



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CONTENTS • INHOUD

<i>No.</i>	<i>Page No.</i>	<i>Gazette No.</i>
GENERAL NOTICE		
394 Gauteng Liquor Act (2/2003): Regulations	3	42

GENERAL NOTICE

NOTICE 394 OF 2004

DEPARTMENT OF FINANCE AND ECONOMIC AFFAIRS

REGULATIONS IN TERMS OF SECTION 141 OF THE GAUTENG LIQUOR ACT, 2003 (ACT No.2 of 2003)

CHAPTER 1

DEFINITIONS

1. In these Regulations, unless the context otherwise indicates:-

“Act” means the Gauteng Liquor Act No.17 of 2003;

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

“Board” means the Gauteng Liquor Board;

“final action” in relation to any application, means the date when the Board grants or refuses an application;

“form” means the appropriate form set out in these regulations ;

“Regulation” means the regulations made under this Act;

“secretary” means secretary of the Board or of a Local Committee designated in terms of the Act;

and any other word or expression has the meaning assigned thereto in the Act.

CHAPTER 2

APPLICATIONS AND INVESTIGATIONS

General

2 (1) Any licence or permit granted by the Board shall be deemed to be revocable, contingent upon continuous suitability for licensing and, without limiting the Board's right to conduct an investigation, the Board shall have the right at any time to call for such information, to be submitted to it within fourteen days or such longer period as it may allow, as the Board may deem necessary to satisfy itself as to such continuous suitability.

(2) Any person applying for a licence or permit will have to satisfy the Board that he or she is qualified to be granted such licence or permit.

(3) The Board shall not be liable for any act or omission done or conduct carried out in good faith in the execution of its duties in terms of the Act and these regulations.

(4) Neither the officials, employees nor agents of the Board shall be held liable for any act or omission done or conduct carried out in the execution of their duties in terms of the Act, these regulations or in terms of delegations granted to such officials, employees or agents of the Board.

Claim of Privilege

3 (1) The Board or its authorised official or agent may, during the investigation, inspection or consideration of any application:

(a) direct such inquiries as are necessary or relevant in respect of the application to the applicant;

(b) require the applicant or any person who made a statement to testify in support of the application, to answer any question put to the applicant or such person.

(2) Provided that a failure or refusal by the applicant or such person to respond to the said inquiries or answer the said questions will be taken into account by the Board in its assessment of the applicants appropriateness and fitness when considering the application.

Lodgement of application

4. An application for a licence shall be lodged with the secretary of the local committee on the first Friday of any month or, if such day is a public holiday or closed day, on the first Friday which is not such a day, thereafter.

Form of applications

5 (1) Every application for a licence, permit, shebeen permit, appointment of a manager, procurement of financial and controlling interest or transfer of licence must be submitted, under oath or affirmation, on forms furnished or approved by the Board, and must contain and be accompanied and supplemented by such documents and information as may be specified or required by the Board, including:

- (a) information as solicited on the relevant form ;
- (b) comprehensive plan of the premises, complying with any law, including health laws and regulations, approved by the relevant local authority and clearly showing -
 - (i) dimensions of each room on the premises;
- (c) description of the premises with reference to the construction, lay-out, furnishing, fixtures, fittings and floor covering, which description shall be contained in a separate document or if the business is already in operation, colour photos clearly depicting the above;
- (d) colour photographs of the completed internal and external features of the premises;
- (e) comprehensive written representations in support of the application ;
- (f) any determination, consent, approval or authority required by the Act;
- (g) proof of publication in the Provincial Gazette and newspapers;
- (h) proof of clearance of the applicant by South African Police Services;
- (i) proof of payment of the prescribed application fee;
- (j) proof of affiliation to an association,
- (j) in the case of a juristic person, the relevant registration documents; and
- (k) such documents as may be specified on the application form and in the Act, or as may be requested by the Board.

(2) It is grounds for refusal of an application and an offence for any person to make any false statement of material fact, knowing it to be false, in any application submitted to the Board or Local Committee, or to omit to state in any such application any material fact which is required to be stated therein, or omit to state a material fact necessary to avoid any misleading results or consequences.

(3) It is the duty of the applicant to ensure that all information in an application is true and complete as at the date on which the Local Committee decides it. Should anything stated in an application change subsequent to its being lodged with the Local Committee and prior to the application being considered and decided by the Board, the applicant shall be obliged to forthwith notify the Board in writing of such changes and of the effect thereof on the application.

- (4) An application may, with the approval of the Board, be amended in any respect at any time prior to the final consideration thereof by the Board.
- (5) The application must be submitted to the Secretary of the Local Committee of the area in which the premises to which the application relates is situated, in triplicate and the original clearly marked as such.
- (6) The Secretary of the Local Committee must ensure that a report is prepared by an inspector as contemplated in section 118 of the Act.
- (7) An application for transfer of a licence must be signed by both the transferor and transferee under oath.
- (8) Within three (3) days of the application being finalized by the Local Committee or such longer period as the circumstances may allow, the Secretary must forward the application, together with the Local Committee recommendation to the Board for consideration.

Notice of intention to apply

6 (1) The applicant shall, within seven (7) days before the lodgement of the application for a licence, cause notice of the application to be published-

- (a) in the Provincial Gazette, in any official language; and
 - (b) in two newspapers circulating in the district in which the premises are situated to which such application relates, in any official language in which such newspaper is published;
 - (c) the notice of application shall include the full names of the applicant, intended trading name, identity number or registration number of the applicant, full address and location of the premises, the type of licence applied for, names and nature of educational institutions, places of worship and similar licensed premises within a radius of one (1) kilometre from the premises, if any
- (2) A notice contemplated hereinabove shall-
- (a) contain the material particulars of the application;
 - (b) invite interested persons-
 - (i) to lodge their objections in relation thereto with the Secretary of the Local Committee of the area in which the application relates within 21 days from the date of lodgement and also to state the address wherein the Local Authority operates; and
 - (ii) to state in any written representation whether the objectors wish to make oral representations at the hearing of the application;

(3) The Secretary of the Local Committee shall, within seven (7) days after lodgement of any representations pursuant to a notice in terms of sub regulation (1), forward a copy of such representations to the applicant concerned for his or her reply;

(4) Any representations not containing the information required by regulation 6, shall be of no force or effect and shall be deemed not to have been lodged with the local committee.

References by which any determination, consent, approval or authority shall be described

7 (1) The following references shall be used in the notices referred to in regulation 6 to describe any approval or authority simultaneously applied for:

(a) approval in terms of section 42 to conduct other business upon the premises.

(b) approval in terms of section 83 or 86 to supply liquor free of charge, for consumption on the premises.

(c) approval in terms of section 89 to supply liquor free of charge, solely for the purpose of tasting.

(2) if an approval or authority is applied for which is not contained in the references set out in sub regulation (1), such approval or authority shall be fully described and references shall be made to the section in terms of which it may be considered.

Procedure upon receipt of application

8 (1) The Secretary of the local committee with whom an application has been lodged, shall forthwith forward a copy thereof to an inspector for a report in terms of section 115;

(2) Such application and any document lodged in terms of regulation 9 and 10 shall be open to public inspection at the office of the secretary of the local committee of the Board at all reasonable times and any interested person shall be allowed to inspect such parts of the application as are not confidential and to make copies thereof.

Objections

9 (1) Objections may be lodged with the Secretary of the Local Committee not later than 21 days after lodgement of the application and a copy sent to the applicant.

(2) The objection shall fully set out the grounds of objection, full names, identity number or registration number, residential and postal address and telephone numbers of the objector(s).

(3) The applicant must reply to the objection and submit his or her response within seven (7) days to the Secretary of the Local Committee, a copy of which must be forwarded to the objector(s).

Filling of inspector's report

10. Not later than 21 days after the application was lodged with the secretary of the local committee, an inspector must lodge in duplicate his or her written report in terms of section 115 with the secretary and shall after completion thereof, provide a copy to the applicant upon request.

Applicant's reply

11. Not later than 35 days after the application was lodged with the secretary of the local committee, the applicant may lodge, in duplicate his or her written reply to any objection, petition or representation in terms of regulation 9 and to an inspector's report in terms of regulation 10.

Hearing of application

12 (1) The Board or Local Committee shall hold a hearing in respect of every application for a licence, catering or occasional permits received by them as soon as possible after all formalities have been complied with.

(2) Failure by the applicant who has been summoned to appear and testify before the Board or Local Committee at the time and place specified in the summons, until excused, shall constitute grounds for refusal of the application without further consideration by the Board or Local Committee as the case may be.

Withdrawal of application

13 (1) A request for withdrawal of application may be made by applicant at any time prior to final action upon the application by the Board by submitting a written request to withdraw to the Secretary.

(2) The Board may, in its discretion grant the request.

CHAPTER 3**APPLICATION IN TERMS OF SECTION 31 FOR CATERING OR OCCASIONAL LICENCE OR PERMIT****Lodgement of application**

14. An application for catering or occasional licence or permit shall be lodged with the Secretary of the local committee.

Form of application

15 (1) The applicant shall make written representation in duplicate, substantially in the form of Form 6, and shall-

- (a) furnish in the said application such information as is solicited in the said form, and
- (b) declare under oath or truly affirm at the end of the said form that the information contained therein is true.

(2) Every such application shall, at the time of lodgement with the secretary, be accompanied by comprehensive written representations in support of the application.

Procedure upon receipt of application

16. The secretary with whom an application has been lodged, shall forward the copy thereof for an inspector's report.

Filling of inspector's report

17. Not later than 15 days after the application was lodged with secretary of the local committee, an inspector shall lodge in duplicate his or her written report in terms of section 115 with the secretary and shall after completion thereof, provide a copy to the applicant upon request.

Applicant's reply

18. Not later than 7 days after a report was lodged with the secretary in terms of regulation 17, the applicant must lodge his or her reply to the report with the secretary.

Procedure upon grant of application

19 (1) An application for a catering or occasional permit shall be considered by the local committee, and the committee may grant or refuse the application concerned.

(2) If an application is granted, the applicant shall pay the fees as set out in Schedule 1 in respect of each licence or permit.

(3) A licence in the form of Form 6 shall be issued.

CHAPTER 4

Fees

20 (1) All fees payable in terms of the Act are prescribed in Schedule 1 of these Regulations.

- (2) All fees payable in terms of these regulations are inclusive of value added tax [VAT].
- (3) Fees payable must be deposited with an institution nominated by the Department of Provincial Government responsible for Economic Affairs, after consultation with the Provincial Treasury, and submitting proof of payment together with an application to the Secretary of the Board in case of renewal and other fees other than application fees.
- (4) No application shall be lodged with the secretary of the local committee or be considered by the committee or Board unless the fees set out in Schedule 1 have been paid.
- (5) The Receiver of Revenue shall not accept any fees unless the relevant application, licence, certificate or advice is produced.
- (6) No amount of fees paid in terms of sub regulation (4), or part thereof, shall be refunded to an applicant.
- (7) Within 60 days of the issue of a licence or certificate fees set out in Schedule 1 shall be paid to the receiver of revenue.

CHAPTER 5

Licences, certificates and permits.

- 21 (1) Upon granting of an application for a licence, permit, structural alterations, appointment of a manager, procurement of financial interest or transfer of licence by the Board, the Secretary must issue a licence, permit or certificate, as the case may be, signed by the Chairperson or any person designated in writing by the Chairperson.
- (2) Forms to be used for licences, permits or certificates to be used in terms of the Act are contained in Schedule 2 of these Regulations.
 - (3) A licence, permit or certificate, as the case may be, issued by the Secretary must have an insignia of the Board.
 - (4) The Secretary must assign a unique number for each licence, permit or certificate issued to each licensee, to be reflected on the licence, permit or certificate, as the case may be and must forthwith cause the name and registration number, and such other details as may be necessary, to be recorded in the register.
 - (5) A licence or permit and proof of annual payment relating to any premises must at all times be displayed at a conspicuous place thereon.
 - (6) Every licensee must ensure that the name of the premises, type of licence issued, trading hours and licence number are visible and legible, written in characters of not less than five (5) centimetres in length, on the front door or window of the licensed premises.

CHAPTER 6

Conversion of existing licences

22 (1) All holders of existing liquor licences, permits or authorisations issued in terms of the Liquor Act, 1989 (Act No 27 of 1989) to engage in the retail sale, micro- manufacturer or wholesale of liquor which were valid immediately before the date of commencement of this Act, shall be required to submit such permits, licences or authorisations to the relevant local office for the purposes of converting same into licences, permits or authorisations under this Act.

- (2) Any natural or juristic person who submits his or her licence, permit or authorisation as contemplated in sub regulation (1) above, shall pay a non refundable conversion fee of R 500-00.
- (3) Upon submission and payment of the conversion fee, the office shall cause an inspection of the premises to which the conversion relates and an inspection report shall be compiled.
- (4) In the event where an unfavourable inspection report has been issued, the applicant shall be given an opportunity to reply to the comments in an inspection report regarding the suitability of the premises to which the application relates, alternatively, the applicant shall be called to a hearing before the Board for a decision.
- (5) An automatic conversion shall be effected in all cases where there is a positive report and all applicants shall be issued with new licenses, permits or authorisations under this Act.
- (6) The process of converting all existing licences, permits or authorisations referred to in these regulations shall be completed within a period of eighteen (18) months from a date which shall be published by the Member of the Executive Council responsible for Economic Affairs by notice in the Provincial Gazette; and
- (7) All conversions shall be made on the same terms and conditions and for the remaining duration of the original licence, permit or authorisation provided that all licences, permits or authorisations under the Liquor Act, 1989 (Act No 27 of 1989) which are not covered by this Act shall be converted in the following manner:

Licenses in terms of the 1989 Act	Licenses converted in terms of this Act
For consumption on the licensed premises	For consumption on the licensed premises
1. Hotel Liquor licences	Hotel Liquor licences
2. Restaurant Liquor licences	Restaurant Liquor licences
3. Wine house licences	Not Applicable
4. Theatre liquor licences	Theatre liquor licences
5. Club liquor licences	Club liquor licences
6. Sorghum beer licences	Sorghum beer licences
For consumption off the licensed premises	For consumption off the licensed premises
1. Wholesale liquor licences (public)	Wholesale liquor licences (public)
2. Brewers' licences	Not Applicable
3. Liquor store licences	Liquor store licences
4. Grocers' wine licences	Grocers' wine licences
5. Wine farmers' licences	Not Applicable
6. Sorghum beer brewers' licences	Not Applicable
7. Sorghum beer licences	Sorghum beer licences
8. Producers' licences	Micro- manufacturer liquor licences

Special Licences

Licences in terms of the 1989 Act	Licences converted in terms of this Act
For consumption on the licensed premises	For consumption on the licensed premises
1. Special licences (eating house)	Restaurant liquor licences
2. Special licences (tavern)	Tavern liquor licences
3. Special licences (accommodation)	Hotel liquor licences
4. Special licences (employers')	Pub liquor licences
5. Special licences (on consumption)	Pub liquor licences
For consumption off the licensed premises	For consumption off the premises
1. Special licences (off consumption)	Liquor store licences

(8) If any holder of an existing licence, permit or authorisation fails to submit same, within the prescribed period as contemplated in these regulations such licence, permit or authorisation shall lapse.

CHAPTER 7

Notices and Summonses

23 (1) Notices and summonses referred to in Section 10 of the Act are prescribed in Schedule 4 of these regulations.

(2) Every notice or summons shall be issued by the Secretary of the Board and be served by 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 business to a person apparently over sixteen (16) years and apparently residing there or employed there or in charge of the premises.

(3) A return by an inspector who served the notice or summons, and the copy thereof, that the service thereof has been effected in terms of these Regulations, must forthwith be forwarded to the Secretary.

(4) Notice or summons must be served on the person mentioned therein so that he or she is in possession thereof at least ten (10) days before the date upon which the meeting or hearing will take place (Saturday, Sunday and public holidays excluded).

CHAPTER 8

Renewal of licences

24 (1) A licence is renewable by payment of an annual prescribed fee within twelve (12) months from date of issue.

(2) Renewal notices must be issued by the Board two (2) months before the twelve (12) months period from the date of issue and it is the duty of the licensee to ensure that he or she is issued with such a notice before the expiry of the renewal period.

(3) The holder of a licence shall not be absolved from the obligation to pay the annual licence fees referred to in Schedule 1 if the advice was not received by him or her.

(5) No licence shall be renewed after the lapse of the renewal period.

CHAPTER 9

Inspectors

25 (1) An inspector must be issued with a letter of appointment as an inspector and an identification card bearing the inspector's full names, identity number, colour photograph, workstation address and telephone numbers.

(2) An inspector must at all times carry his or her identification card and produce it during inspection.

CHAPTER 10

Business Hours

26 (1) The holder of a hotel liquor licence may, notwithstanding any law to the contrary, sell liquor on any day between 10h00 on any day and 04h00, to a lodger or guest for consumption by the lodger or guest in the hotel room or to any person taking a meal purchased on the those premises and consuming the liquor at or immediately before or after the meal.

(2) The holder of a restaurant liquor licence may sell liquor on any day between 10h00 on any day and 02h00, only to a person taking an ordinary meal purchased on the licensed premises and consuming the liquor at or immediately before or after the meal.

(3) The holder of a theatre liquor licence may sell liquor on any day between 10h00 and 02h00.

(4) The holder of a club liquor licence may, notwithstanding any law to the contrary, sell liquor on any day between 10h00 and 02h00.

(5) The holder of a tavern liquor licence may sell liquor on any day between 10h00 and 02h00.

(6) The holder of a pool club liquor licence may sell liquor on any day between 10h00 and 02h00.

(7) The holder of a dance hall liquor licence may sell liquor on any day between 10h00 and 02h00.

(8) The holder of a nightclub liquor licence may sell liquor on any day between 10h00 and 04h00.

(9) The holder of a pub liquor licence may sell liquor on any day between 10h00 and 02h00.

(10) The holder of a gaming premises liquor licence may sell liquor on any day between 10h00 and 04h00.

- (11) The holder of a sorghum beer licence (on consumption) may sell liquor on any day between 10h00 and 20h00.
- (12) The holder of a catering or occasional permit may sell liquor on any day between 10h00 and 00h00.
- (13) The holder of a sports ground liquor licence may sell liquor on any day between 10h00 and 00h00 on which public sports meetings are held on the sports ground concerned.
- (14) The holder of a wholesale liquor licence may sell or deliver liquor on any day between 08h00 and 20h00.
- (15) The holder of a micro-manufacture's may sell or deliver liquor on any day between 08h00 and 20h00.
- (16) The holder of a liquor store licence may sell or supply liquor on any day between 08h00 and 20h00 Monday to Saturday and between 09h00 and 15h30 on Sundays.
- (17) The holder of a sorghum beer licence (off consumption) may sell liquor on any day between 08h00 and 20h00 the following day.
- (18) The holder of a grocer's wine licence may sell or supply liquor on any day between 10h00 and 00h00 Monday to Saturday and between 09h00 and 15h30 on Sundays.
- (19) The holder of a shebeen permit may sell liquor on any day between 10h00 and 02h00.
- (20) Notwithstanding any provision of this Act, the holder of an on-consumption licence may remain open for purposes stated in the licence from 21h00 of the afternoon of December 31 of each year until 02h00 in the morning of January 1 each year, unless otherwise prescribed.

CHAPTER 11

Replacement of lost or damaged licences, permits or certificates

27 (1) If any licence, permit or certificate issued in terms of the Act and these regulations is damaged, destroyed or lost, the person to whom such certificate of registration was issued may apply to the Secretary in a form furnished or approved by the Board and accompanied by such information or documents as may be specified or required by the Board.

- (2) The application shall be accompanied by a prescribed fee.

(3) On receipt of an application in terms of sub regulation (1) hereof, the Secretary may issue a licence, permit or certificate of registration to replace that which has been damaged, destroyed or lost.

CHAPTER 12

Recovery of investigation expenses

28 (1) All expenses incurred by the Board in investigating any applicant or inspecting premises occasioned by a contravention by the applicant must be paid by such person in the manner prescribed by the Board.

(2) The Board must estimate the investigative fees and costs and may require a deposit to be paid by the applicant in advance as a condition precedent to beginning or continuing an investigation or inspection.

(3) The Board may, at any stage during an investigation require an applicant to pay additional deposits for the payment of investigative or inspection fees and costs.

(4) Upon completion of investigation or inspection, the Board must supply the applicant with a detailed account of investigative or inspection fees and costs incurred.

(5) Failure to pay the expenses detailed herein shall constitute an offence under the Act.

CHAPTER 13

Amount of alcohol produced by Micro-Manufactures

29 (1) The Board may licence any person as a micro-manufacturer in terms of this Act, provided that the volume of production by the applicant does not exceed the threshold as prescribed in the regulation to the National Act.(Act No of 2003).

(2) A person who applies for a micro-manufacturer liquor licence must supply the Board will credible information, properly documented, on the amount of alcohol produced or intended to be produced by the applicant, together with the certificate by the Department of Agriculture certifying that the product is fit for human consumption.

CHAPTER 14

Size of certain licensed premises

30 (1) The public floor area of premises intended for use as a tavern, pool club, pub, nightclub or sorghum beer on-consumption must not be less than 30 square meters.

(2) The floor area of premises, excluding storage and office space, intended for use as a liquor store must not be less than 50 square meters.

CHAPTER 15

Provisions in respect of Shebeen Permits

31 (1) Any person who on the date of adoption of the Gauteng Liquor Act has been conducting a business of a shebeen shall be required to lodge an application for a permit with a local committee operating in the area in which the shebeen is conducted.

(2) Any such person shall be allowed to trade pending the outcome of an application for a permit.

(3) The lodgement of applications for permits referred to in sub regulation (1) above shall commence on the first day of April 2004 until 30th June 2004.

(4) The relevant local committees shall have a period of three months within which to finalise the processing of all applications received and shall issue permits on or before the end of September 2004. As from this no person shall be allowed to trade without a permit

(5) Any person who has been issued with a permit for conducting a shebeen business shall be given a period of 18 months, starting from the 1st October 2004 to erect appropriate premises to conduct a suitable shebeen business.

(6) A shebeen permit shall not be renewable.

CHAPTER 16

RECORDS AND INVOICES

Records

32 (1) All records or invoices required to be kept by virtue of the Act, shall be in writing and shall, notwithstanding any law to the contrary, be retained for a period of three years from the date of the last entry therein.

(2) Alterations in the records or invoices referred to this chapter, shall be effected in such a manner that the original entry remains clearly legible.

Invoices

33. An invoice referred to in section 80 (1) of the Liquor Act No 2 of 2003, shall be made out in triplicate and the original and every copy thereof shall contain at least the following particulars-

- (a) the name under which the licensed business is conducted and the address where it is so conducted;
- (b) the number allotted to each original invoices and the copies thereof which shall bear the same number;
- (c) the date upon which the invoices is completed;
- (d) the first names or initials and the surname of the person to whom the liquor is full at which it is to be delivered;
- (e) the quantity and a description of the liquor and the price thereof or instead of a description, the kind of liquor which is to be delivered.

CHAPTER 17

Determination of Areas

34. The Member of the Executive Council responsible for Economic Affairs shall determine the areas referred to in section 19, by notice in the Government Gazette.

CHAPTER 18

Commencement of Regulations

35. These regulations, Schedules and Annexures thereto shall come into operation on the date to be determined by the Member of the Executive Council responsible for Economic Affairs.

SCHEDULE I

FEES

Part A

Nature of application

Part B

Fees payable

Application in terms of section 23 for new licenses:

hotel liquor licences	R 1575-00
restaurant liquor licences	R 1500-00
theatre liquor licences	R 1500-00
club liquor licences	R 1500-00
night club liquor licences	R 2500-00
gaming premises liquor licences	R 2500-00
sports ground liquor licences	R 1250-00
pub liquor licences	R 1500-00
dance hall liquor licences	R 2850-00
tavern liquor licences	R2500-00
pool club liquor licences	R 1500-00
wholesale liquor licences	R 2000-00
liquor store licences	R 1500-00
grocers' wine licences	R 750-00
micro-manufacturer liquor licences	R 2500-00
sorghum beer licences (on or off)	R 1000-00
catering or occasional permits	R 1000-00

Annual licence renewal fees:

hotel liquor licences	R 3500-00
restaurant liquor licences	R 3000-00

theatre liquor licences	R 3000-00
club liquor licences	R 3000-00
night club liquor licences	R 5000-00
gaming premises liquor licences	R 5000-00
sports ground liquor licences	R 2500-00
pub liquor licences	R 3000-00
dance hall liquor licences	R 5000-00
tavern liquor licences	R 1250-00
pool club liquor licences	R 3000-00
wholesale liquor licences	R 4000-00
liquor store licences	R 3000-00
grocers' wine licences	R 1500-00
micro-manufacturer's liquor licences	R 5000-00
sorghum beer licences (on or off consumption)	R 2000-00
catering or occasional permits	R 1000-00
procurement of financial and controlling interest	R 100-00

Application for transfer of licence :

hotel liquor licences	R 787-50
restaurant liquor licences	R 750-00
theatre liquor licences	R 750-00
club liquor licences	R 750-00
night club liquor licences	R 1250-00
gaming premises liquor licences	R 1250-00

sports ground liquor licences	R 625-00
pub liquor licences	R 750-00
dance hall liquor licences	R 1250-00
tavern liquor licences	R 625 -00
pool club liquor licences	R 750-00
wholesale liquor licences	R 1000-00
liquor store licences	R 750-00
grocers' wine licences	R 375-00
micro-manufacturer's liquor licences	R1250-00
sorghum beer licences (on or off consumption)	R 500-00

Other Applications

appointment of manager	R 100-00
duplicate licence	R 500-00
alterations and extension of licensed premises	R 250-00

SCHEDULE 2

FORMS

Date- stamp of secretary
receiving application

FORM 1

[Reg .(5)]

For official use

Amount R

Receipt no

Date

LIQUOR ACT, 2003

APPLICATION IN TERMS OF SECTION 23 FOR LICENCE

INDEX

<i>Description of document</i>	<i>Annexure Form 1</i>
(1) Application.....	
(ii) Plan of the premises [Reg.5 (1) (b)]	A
(iii) Description or photos of the premises [Reg.5 (1) (c)]	B
(iv) Comprehensive written representations [Reg. 5 (1) (e)]	C
(v) Documents required to be attached to application [Reg 5. (1) (k)]	D

Application prepared by

Postal address

Telephone no.....

1. (a) Full name of applicant.....
- (b) Age.....
- (c) Identity number or in the case of a company or close corporation, its registration number.....
- (d) Residential address or address of registered office.....
- (e) Business address
- (f) Postal address.....
- (g) Business telephone number.....
- (h) Email address.....
- (i) Cell phone number.....

[[delete (b) if applicant is not a natural person]

2. (a) Is applicant a person who-

- (i) has in the Republic or elsewhere in the preceding 5 years been sentenced for any offence to imprisonment without the option of a fine

Yes

No

- (ii) has in the preceding 5 years been convicted of an offence in terms of this Act, the Liquor Act, 1989 (Act No. 27 of 1989) or any similar law applicable hereto, and was sentenced to a fine of not less than R200 or to imprisonment without the option of a fine or to both imprisonment and fine?.....

Yes

No

- (iii) is not domiciled in the Republic?.....

(iv) is an unrehabilitated insolvent?.....

Yes	No
Yes	No

(v) is a minor?.....

Yes	No
-----	----

(vi) is the spouse of a person contemplated in subparagraph (i), (ii) or (iv)?.....

Yes	No
-----	----

(Mark the applicable square)

(b) If the applicant is a company, close corporation, partnership or trust, state whether a person contemplated in subparagraph (a)-

(i) has a controlling interest in such a company, close corporation or trust
.....

Yes	No
-----	----

(ii) is a partner in such a partnership

Yes

No

Yes

No

(Mark the applicable square)

(iii) is the main beneficiary under such a trust

(c) If any of the questions in subparagraph (a) or (b) have been replied to in the affirmative, provide full details.....

.....

(Use an annexure if necessary)

3. (a) State the name, identity number and address of each person, including the applicant, who will have any financial interest in the business and in each case the nature and extent of such interest. (If the applicant is a public company, statutory institution or a co-operative as contemplated in the Co-operatives Act, 1981 (Act No. 91 of 1981), it shall be 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],.....

(Use an annexure if necessary)

- (b) 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 shall be specifically mentioned.).....

(Use an annexure if necessary)

- (c) In the case of an application for a liquor store licence and sorghum beer licence for off-consumption, is the applicant—

(i) a producer or his agent?.....

Yes

No

ii) a manufacturer of beer or his agent?
.....

Yes

No

iii) a person who has a financial interest in the business

a manufacturer of beer, or the agent of such person?..... Yes No

Yes

No

(iv) a company in which shareholders having a financial interest in the

business of a manufacturer of beer, together hold a controlling
interest, or the agent of such a company?

Yes

No

(v) a company in which a company contemplated in subparagraph

Yes

No

(iv) holds a controlling interest, or the agent of such a company

(Delete subparagraph (c) if not applicable)

(Mark the applicable square)

4. (a) State kind of licence applied for.....

Yes

No

(c) State kind of liquor applicant intends selling there
under.....

5. If application is made for a micro-manufacture's licence —

6. State the amount/volume of alcohol produced or intended to be produced by the applicant

(a) is applicant a person who-

Yes

No

(i) engages in viticulture?.....

(ii) manufactures any other fermented beverage?.....

Yes

No

(a) describe the situation of the premises where the liquor concerned is manufactured with reference to the erf, street and farm number.....
(Delete paragraph 5 if not applicable)
(Mark the applicable square)

7. Under what name is the business to be conducted ?.....

8 (a) Describe the situation where the business is to be conducted with reference to the erf, street and farm number.....

(b) In which district is the premises referred to in subparagraph (a) situated?.....

9. Will applicant have the right to occupy the premises referred to in paragraph 9 including such place on other premises upon which any approval is to be exercised for the purposes of the licence applied for?.....
(Mark the applicable square)

Yes

No

10. In the case of an application for an on-consumption licence state in which portion of the premises the sale of liquor is to take place

11 (a) is application made in respect of premises which –

(i) have not been erected?.....

Yes

No

(ii) are already erected, but require additions or alterations to make them suitable for the purpose of the proposed business?.....

Yes

No

(iii) are already erected and in the applicant's opinion do not require additions or alterations in order to make them suitable for such purpose ?

Yes

No

(b) if paragraph 12 (a) (i) or (ii) applies, state-

(i) the date on which such erection additions or alterations will be commenced with.....and

Yes

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

12 (a) is application made for any determination consent, approval or authority which may be granted by the competent authority? (e.g. other business or tasting facilities).....

(Mark the applicable square)

No	Yes
----	-----

(b) if so give full particulars with reference to the relevant section in terms of which application is made.....

(use and annexure if necessary)

13. In the case of a club liquor licence, attach a copy of the rules of the club, certified by the president, chairman or secretary thereof.....
Annexure.....

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

Date.....

Signature of applicant or person authorised to sign application

I certify that the declaration has been signed and sworn to/affirmed before me at.....this.....day of

by the applicant/person authorized to sign application who acknowledged that—

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience, and that he/she uttered the following words:

"I swear that the contents of this declaration are true, so help me God"/"I truly affirm that the contents of this declaration are true".

.....
Commissioner of Oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is held.....

Office held if appointment is ex officio.....

FORM 2

[Reg.(6)]

LIQUOR ACT, 2003

NOTICE OF INTENTION TO APPLY IN TERMS OF SECTION 23 FOR LICENCE

Notice is hereby given that it is the intention to lodge the above-mentioned application, particulars of which appear here-under, with the secretary of the district referred to in column 1 on

1	2	3	4	5	6	7	8
District	Full name, street and postal address of applicant	Kind of licence applied for	Kind of liquor to be sold	Name under which business is to be conducted and full address of premises	Determination, consent, approval or authority applied for (see reg. 5)	Identity or registration number of the applicant	Place of worship, church or similar licence within radius of 1 kilometer from the premise

Place

Date.

.....
Signature of applicant or person authorised to sign application

Footnote:

Complete columns as follows:

- (i) Column 1. —State the district in which the premises are situated.
- (ii) Column 2.—State surname of applicant followed by his 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.
- (iii) Column 3.—State the kind of licence applied for with due regard to section 28, and in the case of a sorghum beer licence, state whether it is intended to sell sorghum for consumption on or off the premises.
- (iv) Column 4. —State kind of liquor to be sold.
- (v) 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 is to be exercised.
- (vi) Column 6.—State prescribed reference or if a determination, consent, approval or authority is applied for which has no such reference, describe it fully and state the relevant section.
- (vii) Column 7- State the identity number or registration number of the applicant .
- (viii) Column 8- State the names and nature of educational institutions ,names and distances to similar incensed premises and places of worship within a radius of one(1) kilometer from the premises.

FORM 3

[Reg.(4)]

NOTICE OF LODGEMENT OF APPLICATIONS FOR LIQUOR LICENCES

Notice is hereby given that the applications for liquor licences, particulars of which appear in the Schedule hereunder, will be lodged today with the secretary of the districts mentioned in the Schedule.

The applications concerned may, up to and including the twenty first (21)(Act) day from date of this notice, upon request and free of charge, be inspected by any person at the offices of the said secretary and objections, petitions or representations edged with them.

The under-mentioned figures used in brackets in the Schedule, have the following meanings:

- (1) = Full name and address of applicant.
- (2) = Kind of licence applied for.
- (3) = Kind of liquor to be sold.
- (4) = Name under which business will be conducted and address of premises in respect of which application is made.
- (5) = Determination, consent, approval or authority applied for.
- (6) = Identity or registration numbers of the applicant
- (7) = Names and nature of educational institutions, names and distances to similar licensed premises and places of worship within the radius of one (1) kilometer from premises.

SCHEDULE

FORM 4

Reference no:.....

.....LICENCE.....is hereby

licensed to sell

(state kind of liquor) and to conduct under the name of.....

upon premises, the plan of which has been approved, situated at.....

..... in the district of.....

such business as is, in accordance with the conditions of the Act or any other law, authorized to be conducted under the above-mentioned licence.

The determinations, consent, approvals and authorities which have been granted are set out in Annexure(s) hereto

The provisions of the Act, as set out in Annexure.....

hereto, shall s apply to this licence.

This licence shall be subject to the conditions determined by the Member of the Executive Council in terms of section 37 and published in Government Notice No.....of...../set out in Annexure.....hereto.

Liquor not required for immediate sale, shall be stored on the licensed premises.

m2 /

Date—stamp of secretary receiving application

Affix revenue stamp here

FORM 5
[Regs.(14) & (31)]

LIQUOR ACT 23,1989

APPLICATION FOR CATERING OR OCCASIONAL PERMITS AND SHEBEEN PERMITS

INDEX	
	Description of document
(1) Application.....	Annexure Form (5)
(ii) Comprehensive written representations (Reg. 5 (1) (e)]	A

Application prepared by
Postal address
Telephone no.....

1. (a) Full name of applicant.....
(b) Age.....
(c) Identity number or in the case of a company or close corporation, its registration number
(d) Residential address or address of registered office.....
(e) Business address
.....
(f) Postal address.....
(g) Business telephone number.....
(Delete (b) if applicant is not a natural person]
2. (a) Is applicant the holder of a hotel liquor licence, restaurant liquor licence, or club liquor licence?.....

Yes	No
-----	----

(Mark the applicable square)

- (b) If subparagraph (a) has been replied to in the affirmative, state —
- (i) the kind of licence
.....
- (ii) the kind of liquor which may be sold thereunder.....
.....
- (iii) under what name the licensed business is conducted.....
.....
- (iv) the situation of the premises where the licensed business is conducted with reference to the erf, street and farm number.....

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

4. Has catering or occasional licence been granted in respect of the premises within the past seven days?

Yes	No
-----	----

.....
 (Mark the applicable square)

I declare/truly affirm that the information
 furnished in this application is true.

Date.....

.....
Signature of applicant/ person authorised to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at.....
this..... day of..... by the
 applicant/person authorised to sign application who acknowledged that—

(i) he/she knows and understands the contents of this declaration;

(ii) he/she has no objection to taking the prescribed
 oath/affirmation; and

(iii) he/she considers the prescribed oath to be
 binding on his/her conscience, and that he/she
 uttered the following words:

"I swear that the contents of this declaration are true, so help me God"/"I truly affirm
 that the contents of this declaration are true".

.....
Commissioner of Oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is
 held.....

Office held if appointment is ex
 officio.....

FORM 6

[Reg.(14)]

LIQUOR ACT, 1989

CATERING/ OCCASIONAL LICENCE /PERMIT

Office of the Secretary

.....(a), being the holder of a licence (b)
under which business is conducted
under the name of..... (c) upon premises situate at..... ..(d) in the
district of.....is hereby
licensed to sell..... (e) and to conduct upon the said premises between the hour
of..... on the.....
day ofand the hour of.....on the.....
.....day of
such business as is, in accordance with the conditions of the Act or any other law,
authorised to be conducted under the above-mentioned licence.

This licence shall be subject to the conditions determined by the Member of the
Executive Council in terms of section 37 and published in the Government Notice
No..... of...../set out in Annexure.....
.....hereto.

Revenue stamps to the value of R....., being the prescribed fees in respect of this
licence, have been attached to the application and cancelled by me.
Place

Secretary

Date of issue.....

Delete whichever not applicable

Footnote:

Complete form as follows:

- (a) State name of applicant,
- (b) State qualification in terms of section 31- see paragraph 2(b)(i) of form 4
- (c) State name of licensed business.
- (d) Describe the situation of the premises where the licensed business is conducted with reference to the erf, street and farm number.
- (e) State kind of liquor which may be sold – see paragraph 2 (b)(ii) of form 4 and section 31(5)

Date- stamp of secretary receiving application

FORM 7

[Reg.5]

For official use

Amount R
 Receipt no.....
 Date

**APPLICATION IN TERMS OF SECTION 39 TO PROCURE A CONTROLLING INTEREST IN THE BUSINESS
 TO WHICH THE LICENCE RELATES**

Liquor Board's reference no.....

INDEX

Description of document

Annexure

- | | |
|---|----------|
| (i) Application..... | Form (7) |
| (ii) Comprehensive written representations [Reg.5 (1) (e)]..... | A |
| (iii) | |
| (iv)..... | |

Application prepared by
 Postal
 address.....
 Telephone No.....

PART A

**INFORMATION RELATING TO THE APPLICANT WHO
 IS THE HOLDER OF THE LICENCE**

1. Full name of applicant.....
2. If applicant is not a natural person, state the name, identity number and address of each shareholder, member, partner or beneficiary.....
3. Under what name is the licensed business conducted?.....
4. (a) Describe the situation of the premises where the licensed business is conducted with reference to the erf, street and farm number.....

(b) In which district is the premises referred to in subparagraph (a), situated?

.....

I declare/truly affirm that the information
furnished in this application is true.

Date.....
Signature of applicant or person authorised to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at.....
.....this..... day of..... by the
applicant/person authorised to sign application who acknowledged that—
(i) he/she knows and understands the contents of this declaration;
(ii) he/she has no objection to taking the prescribed
oath/affirmation; and
(iii) he/she considers the prescribed oath to be
binding on his/her conscience, and that he/she
uttered the following words:
"I swear that the contents of this declaration are true, so help me God"/"I truly affirm
that the contents of this declaration are true".

.....
Commissioner of Oaths

Full name.....
Business address.....
Designation.....
Area for which appointment is
held.....

Office held if appointment is ex
officio.....

.....

PART B

INFORMATION RELATING TO THE APPLICANT WHO IS THE PROPOSED PERSON

1. (a) Full name of applicant.....

(b) Age.....

(c) Identity number or in the case of a company or close corporation it's registration number

(d) Residential address or address of registered office

(e) Business address

(f) Postal address.....

(g) Business telephone number.....

(h) Email address.....

Delete (b) if applicant is not a natural person.

2. If applicant is not a natural person, state the name, identity number and address of each shareholder, member, partner or beneficiary.....

3. (a) Is applicant a person who—

(i) has in the Republic or elsewhere in the preceding 5 years been sentenced for any offence to imprisonment without the option of a fine⁷

☐ Yes ☐ No

(ii) has in the preceding 5 years been convicted of an offence in terms of the Liquor Act, 1989 (Act No. 27 of 1989) or the Liquor Act, 1977 (Act No. 87 of 1977), irrespective of the sentence imposed, and was within 5 years after the conviction again convicted of an offence in terms of any of the above-mentioned two Acts and was then sentenced therefore to a fine of not less than R200 or to imprisonment without the option of a fine?.....

☐ Yes ☐ No

(iii) is not domiciled in the Republic?.....

☐ Yes ☐ No

(iv) is an unrehabilitated insolvent?.....

☐ Yes ☐ No

(v) is a minor?.....

(vi) is the spouse of a person contemplated in subparagraph (i),
(iv)?.....

☐ Yes ☐ No

(ii or

☐ Yes ☐ No

(mark the applicable square)

(b) If the applicant is a company, close corporation, partnership or trust, state whether a person contemplated in subparagraph (a)-

(ii) has a controlling interest in such a company close corporation or trust.....

☐ Yes ☐ No

(ii) is a partner in such a partnership

☐ Yes ☐ No

(iii) is the main beneficiary under such a trust.....

(Mark the applicable square)

☐ Yes ☐ No

(c) If any of the questions in subparagraph (a) or (b) have been replied to in the affirmative, provide full details.....

.....

(use an annexure if necessary)

4. (a) State the name, identity number and address of each person-

(i) who, including the holder of the licence, has any financial interest in the business to which the licence relates; and

(ii) who, including the applicant, will have such interest if application is granted,

and in each case, the nature and extent of such interest. [in the case of a public company, statutory institution or a co-operative as contemplated in the 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 finished and not also the interest of such company, statutory institution or co-operative].....

.....
(Use an annexure if necessary)

- (b) 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 applicant or the said shareholder, member, partner or beneficiary has no such interest this fact shall be specifically mentioned.).....

.....
(Use an annexure if necessary)

- (c) if the applicant relates to a liquor store licence, sorghum beer brewer's licence for off-consumption or a special licence for off-consumption, is the applicant-

- (i) a producer or his agent?..... ☐ Yes ☐ No
- (ii) a manufacturer of beer or his agent?..... ☐ Yes ☐ No
- (iii) a person who has a financial interest in the business of a producer or a manufacturer of beer, or he agent of such a person? ☐ Yes ☐ No
- (iv) a company in which shareholders having a financial interest in the business of a producer or a manufacturer of beer, together holds a controlling interest, or the agent of such a company? ☐ Yes ☐ No
- (v) a company in which a company contemplated in subparagraph (c) (iv) holds a controlling interest, or the agent of such a company? ☐ Yes ☐ No

(Delete subparagraph (c) if not applicable)
(Mark the applicable square)

I declare/truly affirm that the information furnished in part B of this application in so far as it relates to me/the applicant on whose behalf I am authorized to sign the application and in the documents attached to it, is true.

Date.....

.....
Signature of applicant who is the
proposed person or person authorised
to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at
.....thisday of.....by the
applicant/person authorised to sign application who acknowledged that-

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience,

and that he/she uttered the following words:

"I swear that the contents of this declaration are true, so help met God". /"I truly
affirm that the contents of this declaration are true".

.....
Commissioner of oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is
held.....

Office held if appointment is ex
officio.....

Date- stamp of secretary
Receiving application

FORM 8

[Reg.4 (1)]

For official use

Amount R
Receipt no
Date

APPLICATION IN TERMS OF SECTION 103 FOR TRANSFER OF LICENCE

INDEX

Description of document

Annexure

- | | |
|--|----------|
| (i) Application..... | Form (8) |
| (ii) Comprehensive written representations [Reg.4 (1) (e)]..... | A |
| (iii) | |
| (iv)..... | |

Application prepared by
Postal
address.....
Telephone No.....

PART A

**INFORMATION RELATING TO THE APPLICANT WHO
IS THE HOLDER OF THE LICENCE**

1. Full name of
applicant.....
2. If applicant is not a natural person, state the name, identity number and address of
each shareholder, member, partner or
beneficiary.....
3. Under what name is the licensed business
conducted?.....
4. (a) Describe the situation of the premises where the licensed business is conducted
with reference to the erf, street and farm
number.....

(b) In which district is the premises referred to in subparagraph (a), situated?

.....

I declare/truly affirm that the information
furnished in this application is true.

Date.....

.....
Signature of applicant or person authorised to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at.....
.....this..... day of..... by the
applicant/person authorised to sign application who acknowledged that—

(i) he/she knows and understands the contents of this declaration;

(ii) he/she has no objection to taking the prescribed
oath/affirmation; and

(iii) he/she considers the prescribed oath to be
binding on his/her conscience, and that he/she
uttered the following words:

"I swear that the contents of this declaration are true, so help me God"/"I truly affirm
that the contents of this declaration are true".

.....
Commissioner of Oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is
held.....

Office held if appointment is ex
officio.....

PART B

INFORMATION RELATING TO THE APPLICANT WHO IS THE PROSPECTIVE HOLDER

1. (a) Full name of applicant.....
- (b) Age.....
- (c) Identity number or in the case of a company or close corporation it's registration number.....
- (d) Residential address or address of registered office.....
- (e) Business address
- (f) Postal address.....
- (g) Business telephone number.....
- (h) Email address.....

(Delete (b) if applicant is not a natural person]

2. If applicant is not a natural person, state the name, identity number and address of each shareholder, member, partner or beneficiary.....

3. (a) Is applicant a person who—

- (i) has in the Republic or elsewhere in the preceding 5 years been sentenced for any offence to imprisonment without the option of a fine⁷

☐ Yes

☐ No

- (ii) has in the preceding 5 years been convicted of an offence in terms of the Liquor Act, 1989 (Act No. 27 of 1989) or the Liquor Act, 1977 (Act No. 87 of 1977), irrespective of the sentence imposed, and was within 5 years after the conviction again convicted of an offence in terms of any of the above-mentioned two Acts and was then sentenced therefore to a fine of not less than R200 or to imprisonment without the option of a fine?.....

☐ Yes

☐ No

- (iii) is not domiciled in the Republic?.....

☐ Yes

☐ No

- (iv) is an unrehabilitated insolvent?.....

☐ Yes

☐ No

(v) is a minor?.....

Yes	No
-----	----

(vi) is the spouse of a person contemplated in subparagraph (i), (ii) or (iv)?.....

Yes	No
-----	----

(mark the applicable box)

(b) If the applicant is a company, close corporation, partnership or trust, state whether a person contemplated in subparagraph (a)-

(iv) has a controlling interest in such a company close corporation or trust.....

Yes	No
-----	----

(ii) is a partner in such a partnership

Yes	No
-----	----

(v) is the main beneficiary under such a trust.....

(Mark the applicable square)

Yes	No
-----	----

(c) If any of the questions in subparagraph (a) or (b) have been replied to in the affirmative, provide full details.....

.....

(use an annexure if necessary)

5. (a) State the name, identity number and address of each person-

(i) who, including the holder of the licence, has any financial interest in the business to which the licence relates; and

- (ii) who, including the applicant, will have such interest if application is granted, and in each case, the nature and extent of such interest. [in the case of a public company, statutory institution or a co-operative as contemplated in the 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 finished and not also the interest of such company, statutory institution or co-operative].....

.....
(Use an annexure if necessary)

- (d) 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 there under. (if applicant or the said shareholder, member, partner or beneficiary has no such interest this fact shall be specifically mentioned.).....

.....
(Use an annexure if necessary)

- (e) if the applicant relates to a liquor store licence, sorghum beer brewer's licence for off-consumption or a special licence for off-consumption, is the applicant-

- (i) a producer or his agent?.....

Yes

No

- (ii) a manufacturer of beer or his agent?.....

Yes

No

- (vi) a person who has a financial interest in the business of a producer or a manufacturer of beer, or he agent of such a person?

Yes

No

- (vii) a company in which shareholders having a financial interest in the business of a producer or a manufacturer of beer, together holds a controlling interest, or the agent of such a company?

Yes

No

- (viii) a company in which a company contemplated in subparagraph (c) (iv) holds a controlling interest, or the agent of such a company?

Yes

No

(Delete subparagraph (c) if not applicable)

(Mark the applicable square)

I declare/truly affirm that the information furnished in part B of this application in so far as it relates to me/the applicant on whose behalf I am authorized to sign the application and in the documents attached to it, is true.

Date.....

.....
Signature of applicant who is the
proposed person or person authorised
to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at
.....thisday of.....by the
applicant/person authorised to sign application who acknowledged that-

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience,

and that he/she uttered the following words:

"I swear that the contents of this declaration are true, so help met God". /"I truly
affirm that the contents of this declaration are true".

.....

Commissioner of oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is
held.....

Office held if appointment is ex
officio.....

FORM 9

Reference No:

CERTIFICATE IN TERMS OF SECTION 103 FOR TRANSFER OF LICENCE

The.....licence, held byin respect of the
 premises situated atin the district
 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 transfer shall be of no force and effect unless the prescribed fees have been paid to the receiver of
 revenue. Payment of the prescribed fees is to be made within sixty days after the under-mentioned date of
 issue.

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

Date of issue	Prescribed fees	Payable on or before

Place of issue:Johannesburg

.....
 Chairperson/person acting under power delegated

by the Chairperson

FOR OFFICIAL USE BY RECEIVER OF REVENUE

Amount received:

Receipt No:

Office date Stamp

NEXT
M4

FORM 10

[Reg.5(1)]

APPLICATION IN TERMS OF SECTION 40 (1) OR (2) FOR THE APPOINTMENT OF NATURAL PERSON TO
MANAGE AND BE RESPONSIBLE FOR THE BUSINESS TO WHICH THE LICENCE RELATES

Liquor Board's reference no.....

INDEX

Description of document

Annexure

(i) Appointment..... Form (10)

(ii)
Form completed by

Postal
address.....

Telephone No.....

Email address.....

1. Under what name is the licensed business
conducted?.....
2. In which district is the premises referred to in paragraph 1, situated?.....
3. State the following particulars of person whose appointment has been terminated
 - (a) Full name.....
 - (b) Identity number.....
 - (c) Date of termination of appointment.....

4. State the following particulars of person now appointed:

- (a) full name
- (b) Age.....
- (c) Identity number.....

(d) Relationship between him or her and the person who is the holder of the licence

.....

(e) Is he or she a person who—

(aa) has in the Republic or elsewhere in the preceding 5 years been sentenced for any offence to imprisonment without the option of a fine⁷

Yes

No

(bb) has in the preceding 5 years been convicted of an offence in terms of the Liquor Act, 1989 (Act No. 27 of 1989), irrespective of the sentence imposed, and was within 5 years after the conviction again convicted of an offence in terms of any of the above-mentioned Act and was then sentenced therefore to a fine of not less than R200 or to imprisonment without the option of a fine?.....

Yes

No

(cc) is not domiciled in the Republic?.....

(dd) is an unrehabilitated insolvent?.....

Yes

No

(ee) is a minor?.....

Yes

No

(ff) is the spouse of a person contemplated in subparagraph (i), (ii) or (iv)?.....

Yes

No

(mark the applicable square)

(ii) If any of the questions in subparagraph (i) have been answered in the affirmative, provide full details.....

☐

.....

(Use annexure if necessary)

Date of appointment.....

I declare/truly affirm that the information furnished in part B of this application in so far as it relates to me/the applicant on whose behalf I am authorized to sign the application and in the documents attached to it, is true.

Date.....

.....
Signature of the holder of the licence
or person authorised to sign Form

I certify that this declaration has been signed and sworn to/affirmed before me atthisday of.....by the applicant/person authorised to sign application who acknowledged that-

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience,

and that he/she uttered the following words:

"I swear that the contents of this declaration are true, so help met God". /"I truly affirm that the contents of this declaration are true".

.....
Commissioner of oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is
held.....

Office held if appointment is ex
officio.....

FORM 11

[Reg.(23)]

Reference no.....

**NOTICE IN TERMS OF SECTION 10 (1) OF THE LIQUOR ACT, 2003, TO BE
PRESENT AT A MEETING OF THE LIQUOR BOARD**

TO:

Name:		
Address:		
Sex:	Age:	Id no:

By virtue of the powers vested in the chairperson by section 10 (1) of the Act, you are hereby directed to be present at a meeting of the Board which relates to.....and which will be held on the date, time and at the place indicated below.

Date	Time	Place

Your attention is invited to the following:

- (i) It is compulsory 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.[Section 10(2)]
- (ii) It is an offence not to present and to remain in attendance, without you having appointed somebody to appear on your behalf.[Section 128(b)]
- (iii) The chairperson 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.[Section 128(c)]

Place of issue: Johannesburg

.....
Secretary

Date.....

FOR OFFICIAL USE ONLY

I certify that I have served this notice upon the said person by-

(a)	Delivering a true copy to.....PERSONALLY
(b)	Delivering as he or she could not be found, a true copy to.....and apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYED/BUSINESS of the said.....

at.....
.....

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

TimeDay.....Month.....02.....
.....

.....
Signature of inspector

Delete whichever is not applicable.

FORM 12

[Reg.(23)]

Reference no.....

**NOTICE IN TERMS OF SECTION 10 (4) OF THE LIQUOR ACT, 2003, TO BE
PRESENT AT MEETING OF THE LIQUOR BOARD**

TO:

Name:		
Address:		
Sex:	Age:	Id no:

By virtue of the powers vested in the chairperson by section 10 (4) of the Act, you are hereby directed to be present and give evidence/produce the documents or any other thing indicated in Annexure..... hereto at a meeting of the Board which relates to.....and which will be held on the date, time and at the place indicated below.

Date	Time	Place

Your attention is invited to the fact that it is an offence not to appear or to remain in attendance without the consent of the chairperson first having been obtained.[Section 128(b)]

Place of issue: Johannesburg

.....

Secretary

Date.....

FOR OFFICIAL USE ONLY

I certify that I have served this notice upon the said person by-

(a)	Delivering a true copy to.....PERSONALLY
(b)	Delivering as he or she could not be found, a true copy to.....and apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYED/BUSINESS of the said.....

at.....
.....

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

TimeDay.....Month.....20.....
.....

Signature of inspector

Delete whichever is not applicable.

FORM 13

[Reg.(23)]

Reference no.....

LIQUOR ACT,2003

.....

**ADVICE OF ANNUAL FEES PAYABLE IN RESPECT OF A LIQUOR LICENCE
 FOR THE YEAR.....**

Name and address of licensed premises.....

TABLE TO BE INSERTED

Kind of licensed.....	Fees payable
-----------------------	--------------

Total fees payable to the receiver of revenue

Payable on or before
----------------------	-------

Place: Johannesburg

FOR OFFICIAL USE BY THE RECEIVER OF REVENUE

Note: (i) The receiver of revenue shall not accept payment of the abovementioned fees unless this advice is produced to him or her.

- (iii) If the fees are received 1 month after the lapse of the renewal period, the fees payable shall be increased by 50% and if the fees are received 2 months after the lapse of the renewal period, such fees shall be increased by 100%. No fees are to be received 3 months after the lapse of the renewal period.

NEXT
MS

Amount received:

Receipt No:

Office date stamp

Date- stamp of secretary

FORM 14

Receiving application

[Reg 22]

For official use

Amount R
Receipt no
Date

APPLICATION FOR CONVERSION OF EXISTING LICENCE

INDEX

Description of document

Annexure

(i) Application..... Form (14)

Application prepared by

Postal
address.....
Telephone No.....
Email address.....

PART A

**INFORMATION RELATING TO THE APPLICANT WHO
IS THE HOLDER OF THE LICENCE**

1. Full name of applicant.....
.....
2. If applicant is not a natural person, state the name, identity number and address of each shareholder, member, partner or beneficiary.....
.....
3. Under what name is the licensed business conducted?.....
4. (a) Describe the situation of the premises where the licensed business is conducted with reference to the erf, street and farm number.....

(b) In which district is the premises referred to in subparagraph (a), situated?

6. State the type of licence presently held.....

I declare/truly affirm that the information furnished in this application is true.

Date.....
 Signature of applicant or person authorised to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at.....
this..... day of..... by the
 applicant/person authorised to sign application who acknowledged that—
 (i) he/she knows and understands the contents of this declaration;
 (ii) he/she has no objection to taking the prescribed
 oath/affirmation; and
 (iii) he/she considers the prescribed oath to be
 binding on his/her conscience, and that he/she
 uttered the following words:
 "I swear that the contents of this declaration are true, so help me God" /"I truly affirm
 that the contents of this declaration are true".

Commissioner of Oaths

Full name.....
 Business address.....

 Designation.....

 Area for which appointment is
 held.....

 Office held if appointment is ex
 officio.....

PART B

INFORMATION RELATING TO THE APPLICANT FOR CONVERSION

1. (a) Full name of applicant.....
- (b) Age.....
- (c) Identity number or in the case of a company or close corporation it's registration number
- (d) Residential address or address of registered office
- (e) Business address
- (f) Postal address.....
- (g) Business telephone number.....
- (h) Email address.....
- (Delete (b) if applicant is not a natural person]
2. If applicant is not a natural person, state the name, identity number and address of each shareholder, member, partner or beneficiary.....
3. State the type of licence converting to.....

I declare/truly affirm that the information furnished in part B of this application in so far as it relates to me/the applicant on whose behalf I am authorized to sign the application and in the documents attached to it, is true.

Date.....

.....
Signature of applicant who is the
proposed person or person authorised
to sign application

I certify that this declaration has been signed and sworn to/affirmed before me at
.....thisday of.....by the
applicant/person authorised to sign application who acknowledged that-

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience,
- and that he/she uttered the following words:

"I swear that the contents of this declaration are true, so help met God". /"I truly affirm that the contents of this declaration are true".

.....
 Commissioner of oaths

Full name.....

Business address.....

Designation.....

Area for which appointment is
 held.....

Office held if appointment is ex
 officio.....

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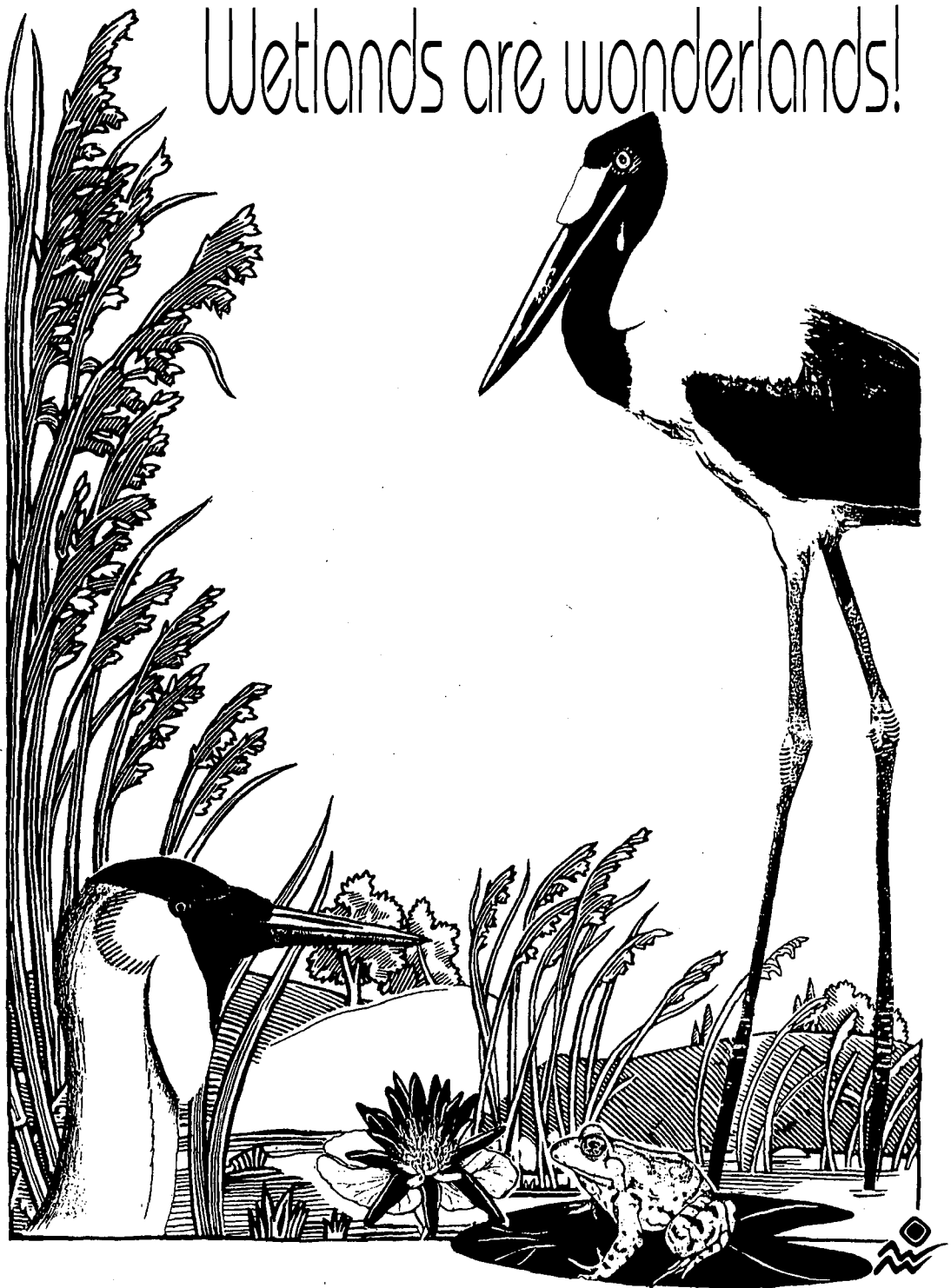
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Entrance in Andries Street

Contact details

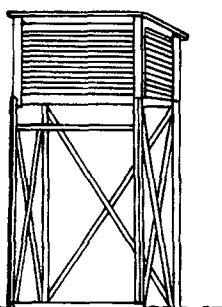
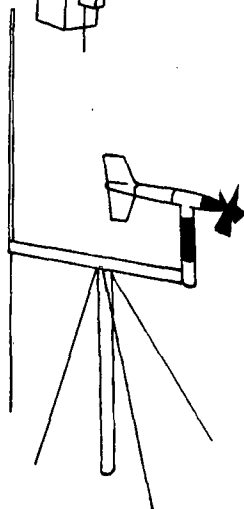
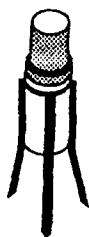
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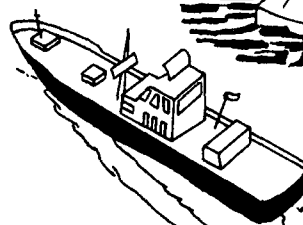
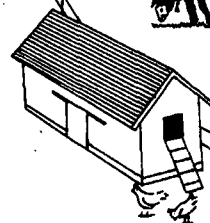
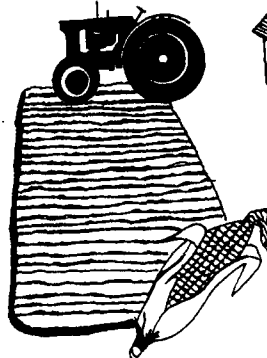
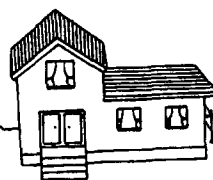
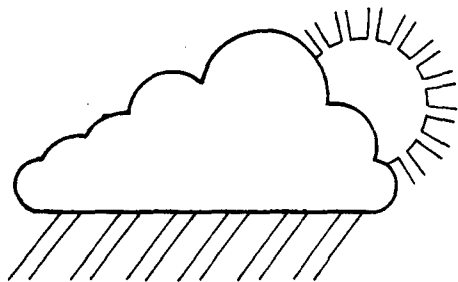


Department of Environmental Affairs and Tourism

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