

GAUTENG PROVINCE

DEPARTMENT OF ECONOMIC DEVELOPMENT

Notice No. _____

Date: _____

GAUTENG LIQUOR ACT, 2013 (ACT No. ___ OF 2013)

GAUTENG LIQUOR REGULATIONS, 2013

The Member of the Executive Council responsible for economic development in the Province has, in terms of Section 75 of the Gauteng Liquor Act, 2013 (Act No. ___ of 2013), made the Regulations set out in the Schedule below.

SCHEDULE

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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 Gauteng Liquor Act No.____ of 2013

“applicant” means a person applying for a licence in terms of the Act and these Regulations;

“application” means a fully completed prescribed form with all the relevant accompanying documentation;

“premises plan” means a structural plan including the extent of the boundary or perimeter of the premises; where the premises consist of

more than one building, the location of any external walls of each building included in the premises; where the premises is a vessel or part of a vessel, the location of the sides of the vessel and any internal walls which are included in the premises as well as the location of points of entry and exit;

“site plan” means an architectural plan, landscape architecture document and a detailed engineering drawing of the erf or plot or vessel;

“written motivation” means a neatly hand written or typed document prepared by or on behalf of the applicant stating reasons why the Board must consider positively the application submitted with it. Written motivation must include how the success of the application will benefit the community where the business is planned to be operated as well the other advantages beyond the applicant.

“written proof of lawful occupation” means a written lease agreement or document relevant to the liquor business planned to be operated in the premises signed by the applicant and the landlord who is the registered owner of the premises or a title deed or related ownership document issued by the Registrar of Deeds in South Africa as proof of ownership by the applicant;

Appointment of the Board and Appeal Board members

2. (1) The MEC must publish a notice in two newspapers with wide circulation in the Province and in the Provincial Gazette inviting nominations for members of the Board or Appeal Board.

(2) The invitation for nominations must specify the-

- (a) criteria referred to in section 2(2) and 3(2) of the Act;
 - (b) nomination procedure;
 - (c) date by which the nominations must be received by the MEC;
- and

(d) manner in which the nominations must be submitted.

(3) A nominee must submit a nomination form, in the form of Form 1 and Form 2, duly completed, to the MEC on or before the date referred to in subregulation (2)(c).

(4) The MEC must, as soon as reasonably possible after receipt of the nominations consider the nominated candidates and publish the final list of the appointed Board or Appeal Board members in two newspapers with wide circulation in the Province and in the Provincial Gazette.

Application for a licence

3. (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) An application for a licence as contemplated in section 19 of the Act must be -

- (a) lodged with the office of the Board in duplicate;
- (b) in accordance with Form 3 in Schedule 1;
- (c) lodged on the first Friday of the month or if such a day is a public holiday, on the second Friday thereafter that is not a public holiday; and
- (d) accompanied by a comprehensive written motivation in support of the application which must include public interest requirements–
 - (i) the need for a liquor outlet in the area,
 - (ii) the impact of liquor outlet in the area,
 - (iii) the capability of the applicant to run the outlet;
 - (iv) the number of people to be employed;
 - (v) in respect of big retailers the social responsibility program proposal by the applicant; and

- (vi) the proximity of other liquor outlets, educational institutions, places of worship and public transport facilities;
- (e) the relevant documentation as contemplated in terms of section 19 of the Act, any other documentation that may be required by the Board and proof of payment of the relevant application fee set out in Schedule 2 for the type of licence applied for;
- (f) checked by the authorised official of the Board for completion including proof of payment on receipt, and where the form is incomplete or is not accompanied by the prescribed documents it must not be accepted as lodgement but be returned to the person submitting it pointing out the deficiencies in the application; and
- (g) the rejected application must be recorded in the register of received and rejected applications, stating the name of the applicant, the licence applied for, the date of receipt and rejection as well as the reasons why the application was incomplete or non-compliant.

(3) An application lodged with the Board as contemplated in sub-regulation (1) is treated as duly lodged when all necessary documents and information contemplated in section 19 of the Act, have been submitted to the Board.

(4) If any information stated in the application changes before the application is presented before the Board and such changes have no material effect on the application, the applicant must, before the Board considers the application, notify the Head of Liquor Licensing of such changes in writing.

(5) The Head of Liquor Licensing must within 30 days of receipt of the notification , make recommendation on the application and submit it to the Board.

(6) Where copies of documents mentioned in section 19 of the Act are required, such copies must be certified to be true copies of originals by a Commissioner of Oaths and the certification must not be older than three months.

Notice of application

4. (1) Subject to section 21(1) of the Act an applicant must give notice of an application by publication in the Provincial Gazette and in two newspapers circulating in the municipal area in which the proposed premises are located.

(2) The notice of application must be made in the form of Form 4 in Schedule 1 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.

(3) The notice contemplated in subregulation (1) must invite interested persons to lodge objections or comments in terms of section 24 of the Act

(4) The applicant must display a 1m x 1m notice board in a prominent place at the proposed premises, clearly showing the information contemplated in section 21(3) of the Act.

(5) Serve a notice of the application to educational institutions, places of worship and liquor outlets within 500m of the proposed premises.

Public inspection of the application

5. (1) An application including any document lodged in terms of these regulations must be open to public inspection at the offices of the Head of Liquor Licensing during office hours.

(2) An interested person must be allowed to obtain copies of the application upon proof of payment of the relevant fee set out in Schedule 2.

Copies of minutes of proceedings of Board or Appeal Board

6. Any person who requests a copy of the minutes of the proceedings of the Board or Appeal Board must pay the fee set out in Schedule 2.

Lodgement of comments and objections

7. (1) An interested person must lodge an objection or comments in writing with the offices of the Board within 21 days to the notice of application published in terms of section 21 of the Act.

(2) The objections or comments must be accompanied by comprehensive written representations; reasons for objections with evidence to support this where possible.

(3) The objection or comments must comply with section 24 of the Act.

(4) The Board must inform the applicant or his or her representative of any objections or comments lodged.

(5) If the applicant intends to reply to the objections or comments in terms of section 24(4) of the Act, such response must be lodged with the offices of the Board not later than 14 days after the applicant became

aware of the objection or comment or publication of the notice of lodgement of the application.

Consideration of application by the Board

8. (1) The members of the Board contemplated in section 2(2) of the Act must meet often enough to enable the Board to consider and process applications within 90 days of receipt of the application.

(2) In taking cognisance of the matters contained in section 22(1) of the Act, the Board may allow for oral representations at its sole discretion.

(3) Where the Board allows for oral representation, the applicant and the members of the public who are afforded an opportunity for oral representation may be represented by a person of their choice including legal practitioners.

(4) All the meetings of the Board where applications are considered, including where oral representations are allowed must be electronically recorded for future transcribing where it becomes necessary.

(5) The responsibility to consider certain applications may be delegated by the Board in terms of section 10 of the Act to a Board committee established in terms of section 9 of the Act.

(6) The Board committee may be permanent or ad hoc.

Application for Special Events licence

9. (1) An application for a licence as contemplated in section 23 of the Act must be -

- (a) lodged at the offices of the Board in duplicate;
- (b) in accordance with Form 5 in Schedule 1;

- (c) lodged any day of the week except during week-ends and public holidays, provided that such an application is made at least 30 days prior to the date of the event;
- (d) accompanied by a comprehensive written representations in support of the application;
- (e) accompanied by the documentation mentioned in the form and must comply with the conditions in section 37 of the Act; and
- (f) accompanied by proof of payment of the relevant application fee set out in Schedule 2.

(2) On receipt of the duly completed form with all the requisite attachments and proof of payment of the prescribed fee, the Board must begin to process the application. The Board must consider the application and make its decision within seven calendar days.

(3) Where the Board decides to grant the licence, it may issue the licence with such conditions as the licence requires.

(4) The application for special event licence is exempt from publication for public comments. The applicant must give notice to the local police station in their area of jurisdiction in terms of Form 6

Withdrawal of application

10. An applicant may, in writing to the Board, withdraw the application it lodged at any stage before the Board has made a decision.

Decision of the Board

11. (1) The decision of the Board regarding an application before it must be made by a simple majority of fifty plus one of the members present.

(2) The decision of the Board must be communicated to the applicant in writing within seven days of it being made.

(3) The communication to the applicant conveying a Board decision on an application may be signed by the Chairperson or Deputy Chairperson.

(4) Where the decision is against the granting of the licence, the communication must include the right of the applicant to appeal the decision citing the relevant provisions of the Act and these regulations.

(5) A member of the public who made representations during the application has a right to appeal the decision of the Board.

Appeal

12. (1) In appealing a decision of the Board referred to in section 27 of the Act, an application must be –

- (a) lodged with the Appeal Board in triplicate; no later than 21 days after the decision concerned was communicated
- (b) in accordance with Form 8 in Schedule 1;
- (c) fully motivated and be accompanied by documents required in section 27(2) of the Act and proof of payment of the relevant application fee set out in Schedule 2.

Conditions of a liquor licence

13. (1) The Board must grant a liquor licence subject to specific and general conditions.

(2) The specific conditions are as contained in sections 31 to 48 of the Act applicable to a specific licence category.

(3) In addition to the specific conditions, the general conditions must include at least the following:

- (a) the licensee must display the original licence or a certified copy thereof at a conspicuous place in the premises in respect of which the licence is issued.
- (b) the licensee must conduct the business at the relevant times set out in Schedule 3.
- (c) no sale of liquor must be made to persons under the age of 18 years, and persons wearing school uniform.
- (d) no sale of liquor must be made to persons visibly intoxicated.
- (e) no transfer of ownership or control of the licence or the premises upon which the business is operated without the prior written approval of the Board.
- (f) any promotion of liquor by a licensee must contain warning messages regarding the age restriction for sale and consumption of liquor and the dangers associated with liquor consumption, and
- (g) the warning messages must be clearly visible on the promotional material so as not to likely be missed by any person reading the promotional material.

(4) The Board may add such other conditions as it may deem appropriate in the public interest.

Appointment of a Manager

14. (1) A manager contemplated in section 61 of the Act must be appointed by making an application to the Board. A person to be appointed must not be disqualified from being a licensed person.

(2) An application for a manager must be –

- (a) lodged at the offices of the Board in duplicate;
- (b) in accordance with Form 14 in Schedule 1; and
- (c) accompanied by the relevant documentation and proof of payment of the relevant application fee set out in Schedule 1.

(3) The Board must consider the application and make a decision whether to grant or refuse within 30 days of having received a fully compliant application.

(4) The application in terms of this regulation may be lodged at the same time with the application for a liquor licence.

(5) Notwithstanding the number of managers applied for at the same time, the fees payable are per manager.

(6) A person so appointed to manage the business of the holder of liquor licence is subject to the same obligations arising out of the Act and this regulation as the licensee concerned.

(7) The appointment of the manager is valid for the period of the liquor licence. Where the liquor licence expires or is cancelled, the appointment of the manager automatically lapses.

Size and nature of premises

15. (1) The public floor are of premises contemplated in section 62 of the Act must be more than –

- (a) 50 square meters for on-consumption premises, excluding storage and office space; or
- (b) 30 square meters for off-consumption premises , excluding storage and office space

(2) The applicant must ensure that there is storage.

(3) There must be separation of entrances, no inter-leading doors to the main building, store or house.

Application for alteration to licenced premises

16. (1) An application for structural alteration, addition or reconstruction of the licensed premises contemplated in section 63 of the Act must be –

- (a) lodged at the offices of the Board in duplicate;
- (b) in accordance with Form 15 of Schedule 1;
- (c) accompanied by a comprehensive written representations in support of the application; and
- (d) accompanied by layout plans showing the proposed alteration; site plan showing the location of the existing licenced areas and or a sworn statement to the effect that the proposed alteration do not require municipal approval; and
- (e) accompanied by proof of payment of the relevant application fee set out in Schedule 2.

(2) If the proposed structural alterations require the approval from the relevant local municipality in the form of a building plan, it may be submitted as part of an alteration of the premises application.

Application for change of beneficial interest and control

17. (1) An application for a change of beneficial interest and control contemplated in section 57 of the Act must be –

- (a) lodged at the offices of the Board in duplicate;
- (b) in accordance with Form 11 of Schedule 1;
- (c) accompanied by a comprehensive written representations in support of the application; and
- (d) accompanied by proof of payment of the relevant application fee set out in Schedule 2.

Application for a change or extension of core business

18. (1) An application for a change or extension of core business contemplated in section 58 of the Act must be –

- (a) lodged to the offices of the Board in duplicate;
- (b) accompanied by a detailed motivation and reasons for the change;
- (c) in accordance with Form 12 of Schedule 1;
- (d) accompanied by a comprehensive written representations in support of the application; and
- (e) accompanied by proof of payment of the relevant application fee set out in Schedule 2.

(2) An interested person may lodge an objection or comments within 21 calendar days to the application made in terms of section 58 and must do so in writing to the Board.

(3) The Board must inform the applicant or his or her representative of any objections or comments lodged.

(4) If the applicant intends to reply to the objections or comments in terms of section 24(4), such response must be lodged with the offices of the Board not later than 7 days after the applicant became aware of the objection or comment or publication of the notice of lodgement of the application.

Application for transfer of licence

19. (1) An application for a transfer of a licence contemplated in section 59 of the Act must be –

- (a) lodged at the offices of the Board in duplicate;
- (b) in accordance with Form 13 of Schedule 1; and
- (c) accompanied by a comprehensive written representations in support of the application; and
- (d) accompanied by proof of payment of the relevant application fee set out in Schedule 2.

(2) In granting transfer of the licence the Board must issue a licence.

Application for the renewal of a licence

20. (1) An application for the renewal of a licence contemplated in section 49 of the Act must be –

- (a) lodged at the offices of the Board in duplicate;

- (b) made in no less than 60 days before the date on which the licence concerned lapses,
- (c) in accordance with Form 20 of Schedule 1;
- (d) accompanied by proof of payment of the relevant application fee set out in Schedule 2.

(2) It is illegal to trade with a licence that has expired.

(3) An application for renewal made in less than 60 days before the date on which the licence concerned lapses, must be subject to additional fee stated in the schedule, prior to considering such application.

(4) In granting renewal of the licence the Board must consider the conduct of the applicant in the operation of its licence for the past 12 months.

(5) In considering the conduct of the applicant the Board may request a report from an inspector regarding compliance of the applicant for the past licensing period.

(6) In granting the renewal of the licence, the Board must issue a certificate complying with the format of Form 10 of Schedule 1.

(7) The licensee who is aggrieved by the decision of the Board not to renew the licence may appeal to the Appeal Board.

(8) The Board may on good cause shown accept filing late of the application for renewal. Provided that the application is in accordance with Form 21 and be accompanied by written motivation and prescribed fees.

Application by the Administrator to continue the business

21. (1) The administrator contemplated in section 26 (1) of the Act must notify the Board of his/her appointment within seven days of such appointment.

(2) An application contemplated in section 26(3) of the Act must be –

- (a) lodged in duplicate within 14 days of the appointment of the administrator;
- (b) in accordance with Form 9 in Schedule 1;
- (c) accompanied by comprehensive written representations in support of the application; and
- (d) proof of payment of relevant application fee set out in Schedule 2;

(3) The conducting of the business by the administrator is limited to the remainder of the licence period subject to the manager appointed in terms of regulation 15 continuing to be employed by the business.

(4) Nothing in these regulations may be interpreted to mean that the administrator is exempted from complying with the requirements of the Act or these regulations.

Certification of an inspector

22. (1) The Head of Department may certify a person employed by the Department upon being satisfied that the person –

- (a) concerned has no criminal record involving assault, theft, fraud or any act of dishonesty ; and
- (b) is not disqualified in any other manner from being a peace officer in terms of section 334 of Criminal Procedure Act, 1977 and the regulations thereto.

(2) The Head of Department after complying with the requirements of sub-regulation 22 (1) may issue the certificate

Non-compliance notice

23. (1) An inspector must issue a non-compliance notice in the format of Form 17 in Schedule 1.

(2) A copy of the non-compliance notice issued by the inspector together with the relevant report contemplated in section 68 of the Act must be filed with the Board for record purposes.

Compliance certificate

24. (1) An inspector must issue a compliance certificate in the format of Form 18 in Schedule 1 where all issues of non-compliance have been rectified.

(2) A copy of the compliance certificate together with a relevant report contemplated in section 68 of the Act compiled by the inspector issuing the certificate must be filed with the Board for record purposes.

Subpoena and Notices

25. (1) A subpoena and notice contemplated in section 14 of the Act must be in accordance with Form 7 in Schedule 1.

(2) A subpoena or notice contemplated in sub-regulation (1) must be served by the Board at least seven working days before the date the person named in the subpoena or notice is required to appear before the Board.

(3) The subpoena or notice must be served on the person named thereat or alternatively to the person's known place of abode or business.

(4) Where the subpoena or notice is not served on the person named in the subpoena or notice, it must be served on the person's place of

abode or business to a person apparently over the age of 16 years and apparently residing there or employed there or in charge of the premises.

Trading hours

26. A licensee in terms of the Act must conduct business at the relevant times of business as set out in Schedule 3

Fees

27. (1) The fees payable in terms of the Act are prescribed in Schedule 2 of these regulations;

(2) Notwithstanding simultaneous applications, the fees payable per individual application remain payable in the same amount as if individual applications.

(3) The fees payable in terms of this Act must be managed in terms of Public Finance Management Act (1 of 1999) and Treasury Regulations.

Lost, stolen, damaged or destroyed licence

28. (1) Where a licence is lost or stolen the licensee must report the matter to the South African Police Service and apply within 14 days for a duplicate by completing Form 23 in Schedule 1.

(2) Where the licence is damaged or obscured the licensee must submit the damaged or obscured licence to the Board for destruction or an affidavit explaining why it cannot be so submitted together with an application for a duplicate contemplated in sub-regulation (1) of this regulation.

(3) The application for a duplicate licence must be lodged accompanied by proof of payment of the relevant application fee set out in Schedule 2.

Exemptions

29. (1) A written application for an exemption in terms of section 52 of the Act must be lodged in the form of Form 21 in Schedule 1 with the Board together with proof of payment of the fee set out in Schedule 2.

(2) Every such application must, at the time it is lodged, be accompanied by written representations in support of the application.

(3) The Board must, within 14 days after the application has been lodged refuse or grant an application made in terms of subregulation (1), and inform the applicant in writing of the decision.

Commencement

30. These regulations are called Gauteng Liquor Regulations, 2013

Short title

31. These regulations are called the Gauteng Liquor Regulations, 2013.

SCHEDULE 1

Form 1

NOMINATION FOR APPOINTMENT AS MEMBER OF THE GAUTENG LIQUOR BOARD AND CANDIDATE APPLICATION

1. NOMINEE DETAILS

1.1 Full Names

1.2. Identity Number

1.3 Residential Address

1.4 Postal address

1.5 Telephone Number

Office.....
Home.....
Mobile.....

1.6 Fax Number and email address

2. WHAT EDUCATION OR SKILLS COULD YOU CONTRIBUTE TO THE BOARD Please provide full details of all you academic qualifications with your CV.

2.1

LAW	HEALTH
TOWN PLANNING	SOCIAL DEVELOPMENT
LOCAL GOVERNMENT	LIQUOR
EDUCATION	GAMBLING
ECONOMIC DEVELOPMENT	OTHER

2.2 Motivation in support of your nomination

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

3. WHAT OTHER BOARDS HAVE YOU SERVED ON

--

4. SUITABILITY OF THE NOMINEE

4.1

(a) Are you a citizen of the Republic of South Africa and permanently resident in the Province	YES	NO
(b) Are you a member of Parliament, Provincial Legislature, Municipal Council or House of Traditional Leaders?	YES	NO
(c) Are you an unrehabilitated insolvent?	YES	NO
(i) Are you of unsound mind or subject to an order of a competent court declared mentally ill or disordered?	YES	NO
(ii) Have you been convicted of an offence involving dishonesty?	YES	NO
(iii) Have you been removed from an office of trust on account of misconduct relating to dishonesty or fraud?	YES	NO
(iv) Have you been removed as a member of the Board for breach of any provisions of this Act?	YES	NO

4.2 If any of the questions in paragraph 4.1 have been answered affirmative, provide full details.

SIGNATURE.....

DATE.....

5. DETAILS OF THE PERSON ENDORSING THE NOMINATION

5.1 Full Name

5.2 Identity Number

5.3 Residential address

5.4 Telephone Numbers

Office.....

Home.....

Mobile.....

5.5 Fax Number and email address

SIGNATURE.....

DATE.....

Form 2

**NOMINATION FOR APPOINTMENT AS MEMBER OF THE
GAUTENG LIQUOR APPEAL BOARD AND CANDIDATE
APPLICATION**

1. NOMINEE DETAILS

1.1 Full Names

1.2. Identity Number

1.3 Residential Address

1.4 Postal address

1.5 Telephone Number

Office.....
Home.....
Mobile.....

1.6 Fax Number and email address

2. WHAT EDUCATION OR SKILLS COULD YOU CONTRIBUTE TO THE APPEAL BOARD. Please provide full details of all you academic qualifications with your CV.

2.1

LAW	HEALTH
TOWN PLANNING	SOCIAL DEVELOPMENT
LOCAL GOVERNMENT	LIQUOR
EDUCATION	GAMBLING
ECONOMIC DEVELOPMENT	OTHER

2.2 Motivation in support of your nomination

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

3. WHAT OTHER APPEAL BOARDS HAVE YOU SERVED ON

--

4. SUITABILITY OF THE NOMINEE

4.1

(a) Are you a citizen of the Republic of South Africa and permanently resident in the Province	YES	NO
(b) Are you a member of Parliament, Provincial Legislature, Municipal Council or House of Traditional Leaders?	YES	NO
(c) Are you an unrehabilitated insolvent?	YES	NO
(i) Are you of unsound mind or subject to an order of a competent court declared mentally ill or disordered?	YES	NO
(ii) Have you been convicted of an offence involving dishonesty?	YES	NO
(iii) Have you been removed from an office of trust on account of misconduct relating to dishonesty or fraud?	YES	NO
(iv) Have you been removed as a member of the Board for breach of any provisions of this Act?	YES	NO

4.2 If any of the questions in paragraph 4.1 have been answered affirmative, provide full details.

SIGNATURE.....

DATE.....

5. DETAILS OF THE PERSON ENDORSING THE NOMINATION

5.1 Full Name

5.2 Identity Number

5.3 Residential address

5.4 Telephone Numbers

Office.....

Home.....

Mobile.....

5.5 Fax Number and email address

SIGNATURE.....

DATE.....

Form 3

GAUTENG LIQUOR ACT, 2013

APPLICATION FOR A LICENCE IN TERMS OF SECTION 19

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. APPLICANT DETAILS

1.1 Full names (natural or juristic person)

1.2 Identity number or in the case of a juristic person, its registration number

1.3 Telephone number/s

1.4 Fax number and email address

2. SUITABILITY OF THE APPLICANT

2.1 In the case of a natural person is the applicant a person who

(a) is an unrehabilitated insolvent	<table border="1"> <tr> <td data-bbox="1127 323 1284 369">YES</td> <td data-bbox="1284 323 1442 369">NO</td> </tr> </table>	YES	NO
YES	NO		
(b) is a minor	<table border="1"> <tr> <td data-bbox="1127 569 1284 657">YES</td> <td data-bbox="1284 569 1442 657">NO</td> </tr> </table>	YES	NO
YES	NO		
(c) has been convicted of any liquor related offence	<table border="1"> <tr> <td data-bbox="1127 657 1284 703">YES</td> <td data-bbox="1284 657 1442 703">NO</td> </tr> </table> <p data-bbox="1127 703 1442 903">If the answer to the above is affirmative please provide details.</p>	YES	NO
YES	NO		
(d) is the partner of a person contemplated in subparagraphs (a) or (c)	<table border="1"> <tr> <td data-bbox="1127 903 1284 949">YES</td> <td data-bbox="1284 903 1442 949">NO</td> </tr> </table> <p data-bbox="1127 949 1442 1144">If the answer to the above is affirmative please provide details.</p>	YES	NO
YES	NO		

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

Is any member, shareholder, trustee, partner of the applicant a person described in paragraph 2.1(a) or (b)?	<table border="1"> <tr> <td data-bbox="1127 1226 1284 1272">YES</td> <td data-bbox="1284 1226 1442 1272">NO</td> </tr> </table>	YES	NO
YES	NO		

2.3 Details of shareholders and directors, members, trustees or partners and in the case of a public company, the details of directors.

Full Names and Identity number

3. FINANCIAL INTEREST

3.1 State the name, identity number and address of each person, including the applicant, who has 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, 2005 (Act No.14 of 2005), it is sufficient if only the name and postal address of such company, statutory institution or co-operative, as the case maybe, the name of each director (if any), the nature and extent of the financial interest of such company, statutory institution or co-operative are furnished.

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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?	<table border="1"> <tr> <td data-bbox="1138 1146 1284 1182">YES</td> <td data-bbox="1284 1146 1433 1182">NO</td> </tr> <tr> <td colspan="2" data-bbox="1138 1182 1433 1375">If the answer to the above is affirmative please provide details.</td> </tr> </table>	YES	NO	If the answer to the above is affirmative please provide details.	
YES	NO				
If the answer to the above is affirmative please provide details.					
(b) is a partner in a partnership?	<table border="1"> <tr> <td data-bbox="1138 1388 1284 1423">YES</td> <td data-bbox="1284 1388 1433 1423">NO</td> </tr> <tr> <td colspan="2" data-bbox="1138 1423 1433 1619">If the answer to the above is affirmative please provide details.</td> </tr> </table>	YES	NO	If the answer to the above is affirmative please provide details.	
YES	NO				
If the answer to the above is affirmative please provide details.					
(c) is the main beneficiary under the trust?	<table border="1"> <tr> <td data-bbox="1138 1629 1284 1665">YES</td> <td data-bbox="1284 1629 1433 1665">NO</td> </tr> <tr> <td colspan="2" data-bbox="1138 1665 1433 1860">If the answer to the above is affirmative please provide details.</td> </tr> </table>	YES	NO	If the answer to the above is affirmative please provide details.	
YES	NO				
If the answer to the above is affirmative please provide details.					

3.3 State the applicant's financial interest in the liquor trade in the Province and if the applicant is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or beneficiary as the case may be there under. (If the applicant or the said shareholder, member, partner or beneficiary has no such interest, this fact must be specifically mentioned).

3.4 State the BBBEE or BEE status of the applicant indicating the shareholding, member's interest or partnership structure of the applicant.

4. APPLICATION DETAILS

4.1 Licence type applied for

4.2 Type of liquor applicant intends selling

4.3 Trade name under which the business is to be conducted?

4.4 (a) Physical address of the premises to be licensed with reference to erf, street name and number, building, farm number, apartment, floor or suite

--

4.5 Does the applicant have the right to occupy the premises referred to in paragraph 4.4 above?

YES	NO
------------	-----------

4.6 In the case of a water-borne vessel or boat licence:

(a) Name of the vessel or boat

--

(b) Has any liquor licence ever been issued to the vessel or boat in the Republic

YES	NO
------------	-----------

If the response is affirmative give the name of the licence and the licence number

--

(c) Where is the vessel or boat located?

--

(d) How many decks do the premises occupy? Describe

--

(e) How many service bars will the premises have? Describe

--

(f) What is the maximum number of persons that can legally occupy the premises?

--

(g) How many bathrooms are in the premises?

--

(h) Describe the type of food available for sale and provide a menu.

--

(i) For what purpose is the vessel or the boat used for?

--

(j) Will the vessel or boat provide live music, dancing or entertainment for passengers

--

4.7. In the case of an application for an on-consumption licence state in which portion of the premises the sale of liquor will be served

--

4.8 Is the application made in respect of premises which-

(a) have not yet been erected?	<table border="1"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table> <p>If the answer is affirmative state the date on which the erections will commence and be complete.</p>	YES	NO
YES	NO		
(b) are already erected, but require additions or alterations to make them suitable for the purpose of the proposed business?	<table border="1"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table> <p>If the answer is affirmative state the date on which the additions, alterations will be completed.</p>	YES	NO
YES	NO		
(c) are already erected and in the applicants opinion do not require additions to or alterations in order to make them suitable for the purposes of the proposed business?	<table border="1"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO		

4.9 How many jobs will be created in the proposed liquor business?

--

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:

Print name:

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At _____ this
day of _____ 201

Commissioner of Oaths

Full names

Business address

Designation

Area for which appointment is held

Office held if appointment is ex officio

INSTRUCTIONS

This form is prescribed for the use in terms of section 19 of the Liquor Act 2013. There is a fee for filing this form. **INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Complete all questions on the form. If the question does not apply to you , respond by marking "N/A"

Where the space provided is insufficient to complete your response, use a separate sheet as annexure.

In addition to filing this form the following documentation must be attached:

1. A detailed written motivation
2. Premises plan or in case of a boat or vessel a detailed sketch of the boat or vessel
3. Where applicable a site plan
4. Aerial photo of the dam or river where applicable
5. Municipal plan
6. Point of service areas
7. Colour photographs of the premises
8. A recent Police clearance report
9. A valid certified copy of the identity document(s) or passport(s) and work permit(s)
10. Menu where applicable
11. Smoking affidavit
12. Valid CIPC documents
13. Two newspapers adverts
14. Where applicable proof that notice was served to educational institutions, places of worship and local police stations
15. BEE/B-BBEE status of the applicant
16. Proof of lawful occupation
17. Proof of publication in the Gazette
18. Valid tax Clearance certificate
19. Proof of payment of the prescribed fee.

Form 4

GAUTENG LIQUOR ACT, 2013

**NOTICE OF LODGEMENT OF AN APPLICATION IN TERMS OF
REGULATION 4**

I, the applicant hereby give notice in terms of regulation that an application for a liquor licence will be lodged with the Gauteng Liquor Board.

In terms of section 24 of the Act you may lodge objections against the said application. The objections must be submitted to the Board within 21 calendar days from the date of the notice of the application.

1. Full names the applicant.

2. Intended trading name

3. Identity number or Registration number of the applicant

4. Full address and location of the premises

5. Type of licence applied for

6. Names, distances and nature of educational institutions within a radius of 1 kilometer from the premises in paragraph 4((Use annexure where necessary). **This notice must be served to all the schools within 500m radius from the proposed premises, and acknowledgement of receipt to be submitted to the Board with the application.**

7. Names and distances to liquor outlets within a radius of 1 kilometer from the premises in paragraph 4
(Use annexure where necessary)

8. Names, distance of places of worship within a radius of 1 kilometer from the premises in paragraph 4
(Use annexure where necessary) **This notice must be served to all the places of worship within 500m radius from the proposed premises, and acknowledgement of receipt to be submitted to the Board with the application.**

9. Names, distances of public transport within a radius of 1 kilometer from the premises in paragraph 4

Signed at.....on this.....day
of.....

Signature of the applicant or an authorised person

Acknowledgement

I acknowledge receipt of this application.

INSTRUCTION: This notice must also be served to the nearest police station where the premises are situated.

Form 5

GAUTENG LIQUOR ACT, 2013

**APPLICATION FOR SPECIAL EVENTS LICENCE IN TERMS
OF SECTION 23**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. APPLICANT DETAILS

1.1 Full names (natural or juristic person)

1.2 Identity number or in the case of a juristic person, its registration number

1.3 Telephone number/s

1.4 Fax number and email address

2. SUITABILITY OF THE APPLICANT

2.1 In the case of a natural person is the applicant a person who

(a) is an unrehabilitated insolvent	YES	NO
If the answer to the above is affirmative please provide details.		
(b) is a minor	YES	NO
(c) has been convicted of any liquor related offence	YES	NO
If the answer to the above is affirmative please provide details.		
(d) is the partner of a person contemplated in sub-paragraphs (a) or (c)	YES	NO
If the answer to the above is affirmative please provide details.		

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

Is any member, shareholder, trustee, partner of the applicant a person described in paragraph 2.1(a) or (d)?	YES	NO
--	------------	-----------

3. APPLICATION DETAILS

2.1 Type of liquor applicant intends selling

2.2 Physical address of the premises to be licensed with reference to erf, street name and number, building, farm number, apartment, floor or suite or if it has no address give a detailed description.

2.3 Please describe the nature of the premises and describe the area in which you propose to sell liquor

--

2.4 Please describe the nature of the event

--

2.5 State the dates and times on which you intend to use the premises for the sale of liquor

--

2.6 State the maximum number of people you are expecting or intend allowing to be present at the premises

--

2.7 Will the applicant have the-
right to occupy the proposed premises

	YES	NO	
	Please provide proof of lawful occupation		

2.8 Has consent-
Been obtained from the organiser of the event

	YES	NO	
	Please provide proof		

2.9 State if liquor sold or supplied will be for

On consumption	YES	NO	
Off consumption	YES	NO	
Both	YES	NO	

--

Checklist:

Copy of this application has been served to the local police station in which the premises are situated.	
Payment of the prescribed fee	
Submission of consent from the organiser of the event where applicable	
Site development plan where applicable	
Submission of consent from the occupier of the person having authority or control of the premises.	

Form 6

GAUTENG LIQUOR ACT, 2013

SPECIAL EVENTS NOTICE TO THE LOCAL POLICE STATION

I, the applicant hereby give notice that an application for a liquor licence will be lodged with the Gauteng Liquor Board. **The police may lodge representations for or against this application within a period of seven days to the Board.**

1. Full names the applicant.

2. Identity number or Registration number of the applicant

3. Full address and location of the premises

4. Nature of the event

Signed at..... on this.....day
of.....
Signature of the applicant or an authorised
person.....

Acknowledgement

I acknowledge receipt of this application.

Form 7

GAUTENG LIQUOR ACT, 2013

Subpoena in terms of section 14 of the Act

To: Full Names, ID and address

--

By virtue of the powers vested in the Chairperson of the Board or Appeal Board by section 14(1) you are hereby directed to be present and give evidence or produce relevant documents at a meeting of the Board or Appeal Board which relates to the application or a licence with the following particulars:

--

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

Date	
Time	
Place	

1. Your attention is drawn to the fact that it is an offence not to attend a meeting of the Board or the Liquor Board after having been subpoenaed.
2. You may be represented by a person of your choice
3. The Chairperson of the Board or Appeal Board may require you to give evidence or to produce any document or any other thing which is in your possession or under your control.

Issued at 201	on the	day
------------------	--------	-----

Chairperson of the Board or Liquor Board

Form 8

GAUTENG LIQUOR ACT, 2013

**APPLICATION FOR APPEAL AGAINST A DECISION OF THE BOARD
IN TERMS OF SECTION 27**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. APPELLANT'S DETAILS

1.1 Full names (natural or juristic person)

1.2 Identity number or in the case of a juristic person, its registration number

1.3 Telephone number/s

1.4 Fax number and email address

2. DETAILS OF APPEAL

2.1 Name of the applicant	
2.2 Licence type applied for (where applicable)	
2.3 Date of the decision	
2.4 Date on which the appellant was informed of the decision	

3. Nature of the right adversely affected by the Boards decision(Use annexure if necessary)

4. Grounds for appeal (Use annexure if necessary)

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:
Print name:

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At day of	201	this
--------------	-----	------

Commissioner
of Oaths

Full names

Business address

Designation

--

Area for which appointment is held

--

Office held if appointment is ex officio

--

Checklist:

Copy of the application for a liquor licence	
Payment of the prescribed fee	
Reasons for the decision	

FORM 9

GAUTENG LIQUOR ACT, 2013

**APPLICATION FOR APPROVAL TO CONDUCT BUSINESS OF THE
LICENSEE PENDING APPOINTMENT OF AN ADMINISTRATOR IN
TERMS OF SECTION 26(3) OF THE ACT**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. APPLICANT DETAILS

1.1 Full names (natural or juristic person)

1.2 Identity number or in the case of a juristic person, its registration
number

1.3 Telephone number/s

1.4 Fax number and email address

2. SUITABILITY OF THE APPLICANT

2.1 In the case of a natural person is the applicant a person who

(a) is an unrehabilitated insolvent	YES	NO
If the answer to the above is affirmative please provide details.		
(b) is a minor	YES	NO
(c) has been convicted of any liquor related offence	YES	NO
If the answer to the above is affirmative please provide details.		
(d) is the partner of a person contemplated in subparagraphs (a) or (c)	YES	NO
If the answer to the above is affirmative please provide details.		

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

Is any member, shareholder, trustee, partner of the applicant a person described in paragraph 2.1(a) or (b)?	YES	NO
--	------------	-----------

2.3 **Relationship** to the licensee and reasons for interest in continuing the business

3. LICENCE DETAILS

4.1 Licence type and No

4.2 Trade name under which the business is conducted?

4.3 (a) Physical address of the premises to be licensed with reference to erf, street name and number, building, farm number, apartment, floor or suite

Form 10

GATUENG LIQUOR ACT, 2013

LICENCE

Name of the licensee

Trading Name

Licence Number and type of licence

Premises address

Trading hours

Mandatory conditions

Other conditions after hearing

Signature of the Chairperson of the Board

Date issue

Form 11

GAUTENG LIQUOR ACT, 2013

APPLICATION FOR APPROVAL OF A CHANGE OF BENEFICIAL INTEREST AND CONTROL IN A LICENSEE IN TERMS OF SECTION 57

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

PART A

1. Full names the licensee.

2. Identity number or Registration number of the licensee

3. Physical address of the licensed with reference to erf, street name and number, building, farm number, apartment, floor or suite

4. Type of licence and licence number

5. If the licensee is not a natural person provide details and extent of financial interest of shareholders and directors, members, trustees or partners and in the case of a public company.

Full Names and Identity number

6. Trade name under which the business is conducted?

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:	
Print name:	

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At		this
day of	201	

Commissioner
of Oaths

Full names

Business address

Designation

Area for which appointment is held

Office held if appointment is ex officio

PART B

1. DETAILS OF A PERSON TO BE APPROVED

1.1 Full names (natural or juristic person)

1.2 Identity number or in the case of a juristic person, its registration number

1.3 Residential address or address of registered office in case of a juristic person

1.4 Telephone number/s

6.

1.5 Fax number and email address

7.

2. SUITABILITY OF THE PERSON TO BE APPROVED

2.1 In the case of a natural person is the person to be approved

(a) is an unrehabilitated insolvent	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO		
(b) is a minor	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO		
(c) has been convicted of any liquor related offence	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO		

If the answer to the above is affirmative please provide details.

(d) is the partner of a person contemplated in subparagraphs (a) or (c)	YES	NO
	If the answer to the above is affirmative please provide details.	

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

Is any member, shareholder, trustee, partner of the applicant a person described in paragraph 2.1(a) or (d)?	YES	NO

If the person to be approved is a company, close corporation, partnership or trust, state whether a person contemplated in paragraph 1 above-

(a) has a controlling interest in the company, close corporation or trust?	YES	NO
	If the answer to the above is affirmative please provide details.	
(b) is a partner in a partnership?	YES	NO
	If the answer to the above is affirmative please provide details.	
(c) is the main beneficiary under the trust?	YES	NO
	If the answer to the above is affirmative please provide details.	

3. FINANCIAL INTEREST

3.1 State the name, identity number and address of each person, including the person to be approved, who have financial interest in the business in which the license relates or who will have the financial interest if the application is granted 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, 2005 (Act No.14 of 2005), it is sufficient if only the name and postal address of such

company, statutory institution or co-operative, as the case maybe, the name of each director (if any), the nature and extent of the financial interest of such company, statutory institution or co-operative are furnished.

3.3 State the person to be approved financial interest in the liquor trade in the Province and if the applicant is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or beneficiary as the case may be there under. (If the applicant or the said shareholder, member, partner or beneficiary has no such interest, this fact must be specifically mentioned).

3.4 State the BBBEE or BEE status of the person to be approved indicating the shareholding, member's interest or partnership structure of the person to be approved.

If the application relates to a liquor store licence or micro-manufacturer's licence, is the person to be approved –

Is a manufacturer of beer or his agent	YES	NO
	If the answer is affirmative please provide details	

If the application is relates to a micro-manufacturer's licence

Is the person to be approved someone who manufactures any fermented beverages?	YES	NO
	If the answer is affirmative please provide details	
State the volume of liquor produced or intended to be produced by the applicant per year		

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

--

7. Will the prospective holder have the right to occupy the licensed premises, including such place on other premises upon which any approval or determination is exercised, for the purposes of the licence applied for?

YES	NO
------------	-----------

(Mark the applicable square)

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:

Print name:

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At _____ this
day of _____ 201

Commissioner
of Oaths

Full names

Business address

Designation

Area for which appointment is held

Office held if appointment is ex officio

**APPLICATION FOR APPROVAL OF A CHANGE TO THE CORE
BUSINESS OF A LICENSEE IN TERMS OF SECTION 58**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

APPLICATION DETAILS

1. Full names the licensee.

2. Identity number or Registration number of the licensee

3. Full address and location of the licensed premises

DETAILS OF THE LICENCE

Licence type	
Licence Number	

4.2 Describe briefly the nature of the change or extension of core business

Signed at..... on this.....day
of.....

Signature of the applicant or an authorised person

Acknowledgement

I acknowledge receipt of this application.

Checklist:

Submission of lay out plans showing the proposed changes or extension	
Payment of the prescribed fee	
Approval from the relevant municipality in the form of a building plan where applicable	

NOTICE TO CHANGE CORE BUSINESS

I, the applicant hereby give notice that an application to change core business in respect of a liquor licence will be lodged with the Gauteng Liquor Board. Any interested person may lodge representations for or against this application within a period of 21 days to the Board.

1. Full names the applicant.

2. Identity number or Registration number of the applicant

3. Full address and location of the premises

Form 13

GAUTENG LIQUOR ACT, 2013

**APPLICATION FOR TRANSFER OF A LICENCE IN TERMS OF
SECTION 59**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

PART A

DETAILS OF LICENSEE

1. Full names the licensee.

2. Identity number or Registration number of the licensee

3. Physical address of the licensed with reference to erf, street name
and number, building, farm number, apartment, floor or suite

4. Type of licence and licence number

5. If the licensee is not a natural person provide details and extent of
financial interest of shareholders and directors, members, trustees
or partners and in the case of a public company.

Full Names and Identity number

--

6. Trade name under which the business is conducted?

--

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:	
Print name:	

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

--

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At		this
day of	201	

Commissioner of Oaths

Full names

--

Business address

--

Designation

--

Area for which appointment is held

--

Office held if appointment is ex officio

--

PART B

1. INFORMATION RELATING TO A PROSPECTIVE LICENSEE

1.1 Full names (natural or juristic person)

--

1.2 Identity number or in the case of a juristic person, its registration number

--

1.3 Residential address or address of registered office in case of a juristic person

--

1.4 Telephone number/s

--

1.5 Fax number and email address

--

2. SUITABILITY OF THE PROSPECTIVE LICENSEE

2.1 In the case of a natural person is the prospective licensee a person who

(a) is an unrehabilitated insolvent	<table border="1"><tr><td>YES</td><td>NO</td></tr></table> <p>If the answer to the above is affirmative please provide details.</p>	YES	NO
YES	NO		
(b) is a minor	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO		
(c) has been convicted of any liquor related offence	<table border="1"><tr><td>YES</td><td>NO</td></tr></table> <p>If the answer to the above is affirmative please provide details.</p>	YES	NO
YES	NO		
(d) is the partner of a person contemplated in subparagraphs (a) or (c)	<table border="1"><tr><td>YES</td><td>NO</td></tr></table> <p>If the answer to the above is affirmative please provide details.</p>	YES	NO
YES	NO		

2.2 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?	<table border="1"> <tr> <td data-bbox="1117 338 1255 373">YES</td> <td data-bbox="1263 338 1395 373">NO</td> </tr> <tr> <td colspan="2" data-bbox="1117 384 1395 569">If the answer to the above is affirmative please provide details.</td> </tr> </table>	YES	NO	If the answer to the above is affirmative please provide details.	
YES	NO				
If the answer to the above is affirmative please provide details.					
(b) is a partner in a partnership?	<table border="1"> <tr> <td data-bbox="1117 585 1255 621">YES</td> <td data-bbox="1263 585 1395 621">NO</td> </tr> <tr> <td colspan="2" data-bbox="1117 632 1395 816">If the answer to the above is affirmative please provide details.</td> </tr> </table>	YES	NO	If the answer to the above is affirmative please provide details.	
YES	NO				
If the answer to the above is affirmative please provide details.					
(c) is the main beneficiary under the trust?	<table border="1"> <tr> <td data-bbox="1117 833 1255 869">YES</td> <td data-bbox="1263 833 1395 869">NO</td> </tr> <tr> <td colspan="2" data-bbox="1117 879 1395 1064">If the answer to the above is affirmative please provide details.</td> </tr> </table>	YES	NO	If the answer to the above is affirmative please provide details.	
YES	NO				
If the answer to the above is affirmative please provide details.					

3. FINANCIAL INTEREST

3.1 State the name, identity number and address of each person, including the prospective licensee, who have financial interest in the business in which the license relates or who will have the financial interest if the application is granted 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, 2005 (Act No.14 of 2005), it is sufficient if only the name and postal address of such company, statutory institution or co-operative, as the case maybe, the name of each director (if any), the nature and extent of the financial interest of such company, statutory institution or co-operative are furnished.

--

3.2 State the prospective licensee's financial interest in the liquor trade in the Province and if the prospective licensee is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or beneficiary as the case may be there under. (If the prospective licensee or the said shareholder, member, partner or beneficiary has no such interest, this fact must be specifically mentioned).

--

3.3 State the BBBEE or BEE status of the prospective licensee indicating the shareholding, member's interest or partnership structure of the prospective licensee.

--

4. If the application relates to a liquor store licence or micro-manufacturer's licence, is the prospective licensee –

Is a manufacturer of beer or his agent	YES	NO
	If the answer is affirmative please provide details	

5. If the application is relates to transfer of a micro-manufacturer's licence

Is the prospective holder a person who manufactures any fermented beverages?	<table border="1"><tr><td data-bbox="1081 333 1252 390">YES</td><td data-bbox="1252 333 1421 390">NO</td></tr></table> If the answer is affirmative please provide details	YES	NO
YES	NO		
State the volume of liquor produced or intended to be produced by the applicant per year			

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

--

7. Will the prospective licensee have the right to occupy the licensed premises, including such place on other premises upon which any approval or determination is exercised, for the purposes of the licence applied for?

YES	NO
------------	-----------

(Mark the applicable square)

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:	
Print name:	

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

--

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At		this
day of	201	

Commissioner of Oaths

Full names

--

Business address

--

Designation

--

Area for which appointment is held

--

Office held if appointment is ex officio

--

Form 14

GAUTENG LIQUOR ACT, 2013

**APPLICATION FOR THE APPOINTMENT OF NATURAL PERSON
TO MANAGE AND BE RESPONSIBLE FOR THE BUSINESS TO
WHICH THE LICENCE RELATES IN TERMS OF SECTION 61**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. APPLICATION DETAILS

1.1 Under what name is the licensed business conducted?

1.2 State the particulars of a person whose appointment has been terminated(if applicable

(a) Full Name

(b) Identity Number

(c) Date of termination

1.3 State the following particulars of person now appointed:

(a) Full Name

(b) Identity Number

2. SUITABILITY OF THE PROPOSED MANAGER

2.1 Is the proposed manager a person who

(a) is an unrehabilitated insolvent	YES	NO
If the answer to the above is affirmative please provide details.		
(b) is a minor	YES	NO
(c) has been convicted of any liquor related offence	YES	NO
If the answer to the above is affirmative please provide details.		
(d) is the partner of a person contemplated in sub-paragraphs (a) or (c)	YES	NO
If the answer to the above is affirmative please provide details.		

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:	
Print name:	

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At		this
day of	201	

Commissioner of Oaths

Full names

Business address

Designation

Area for which appointment is held

Office held if appointment is ex officio

INSTRUCTIONS

This form is prescribed for the use in terms of section 59 of the Liquor Act 2012

Please attach the following:

1. Police clearance report
2. A valid certified copy of the identity document, passport and work permit
3. Proof of payment of the prescribed fee

Form 15

GAUTENG LIQUOR ACT, 2013

APPLICATION FOR APPROVAL OF ALTERATION TO OR EXTENSION OF LICENCED PREMISES IN TERMS OF SECTION 63

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

APPLICATION DETAILS

1. Full names the licensee.

2. Identity number or Registration number of the licensee

3. Full address and location of the licensed premises

4.1 DETAILS OF THE LICENCE

Licence type	
Licence Number	

4.2 Describe briefly the nature of the proposed alteration, addition or reconstruction

Signed at..... on this.....day
of.....

Signature of the applicant or an authorised person

Acknowledgement

I acknowledge receipt of this application.

Checklist:

Submission of lay out plans showing the proposed alterations	
Payment of the prescribed fee	
Submission of site plan showing the location of the existing licences areas	
Approval from the relevant municipality in the form of a building plan where applicable	

Form 16

GAUTENG LIQUOR ACT, 2013

**APPLICATION IN TERMS OF SECTION 61(1) FOR CONSENT TO
CONDUCT ANY OTHER BUSINESS UNDER THE LICENSED PREMISES**

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

APPLICATION DETAILS

1. Full names the licensee.

2. Identity number or Registration number of the licensee

3. Full address and location of the licensed premises

4. DETAILS OF THE LICENCE

Licence type	
Licence Number	

5. Description of any other business, that is to be pursued and reasons thereof

Signed at..... on this.....day
of.....
Signature of the applicant or an authorised person

Acknowledgement

I acknowledge receipt of this application.

Checklist:

Proof of lawful occupation	
Copy of the valid liquor licence	
Representations in support of the application	
Payment of the prescribed fee	
Submission of site plan if necessary	
Approval from the relevant municipality in the form of a building plan where applicable	

GAUTENG LIQUOR ACT, 2013

NON-COMPLIANCE NOTICE IN TERMS OF SECTION 66 OF THE LIQUOR ACT, 2013

To: Full Names, Id and address

By virtue of the powers vested in inspectors you are hereby given notice that you have not complied with the provision of section/s.....of the Act in that

State details of the alleged non- compliance:

You are hereby required to comply with the provisions of the Act as referred to above by no later than

1. Your attention is drawn to the fact that a fine of must be imposed by an inspector for an alleged non- compliance.
2. A non- compliance notice remains in force until a compliance certificate is issued
3. A non- compliance notice will be submitted to the Board, and this might affect the renewal of your licence.

Issued at
201

on the day

Full names of inspector and Identity No

Acknowledgement

I acknowledge receipt of this application.

Form 18

GUATENG LIQUOR ACT, 2013

**COMPLIANCE CERTIFICATE IN TERMS OF SECTION 68 OF THE
GAUTENG LIQUOR ACT, 2013**

To: Full Names, Id and address

By virtue of the powers vested in the inspector by section of the Act, you are hereby notified that you have complied with the conditions as set out below-

Issued at _____ on the _____ day
201

Full names of inspector and Identity No

Acknowledgement

I acknowledge receipt of this application.

Form 19

GAUTENG LIQUOR ACT, 2013

COMPLAINT AGAINST THE LICENSED PREMISES/PREMISES

TO: THE GAUTENG LIQUOR BOARD/INSPECTORATE

1. COMPLAINANT INFORMATION

It is not mandatory that you **give information about yourself**, you may remain anonymous. If you do give personal information, it will remain confidential.

1.1 Full names (natural or juristic person)

1.2 Physical Address

1.3 Telephone number/s

1.4 Fax number and email address

**2. INFORMATION ABOUT THE LICENSED PREMISES/
PREMISES**

2.1 Trading Name

2.2 Physical Address

3. DETAILS OF COMPLAINT

3.1 Nature of the complaint (Check all that apply)

<input type="checkbox"/>	Disorderly behaviour	<input type="checkbox"/>	Drug Activities	<input type="checkbox"/>	Sales beyond trading hours
<input type="checkbox"/>	Sale to minors	<input type="checkbox"/>	Sale to obviously intoxicated persons	<input type="checkbox"/>	Excessive Noise
<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>	

3.2 Date of incident _____
Time of incident _____

3.3 Have you contacted the licensee regarding your complaint

YES	NO
-----	----

3.4 Have you filed this complaint with another law enforcement agency

YES	NO
-----	----

If you answer yes, please provide details.

Other details

Complainants Signature.....

Acknowledgement

I acknowledge receipt of this application.

Form 20

GAUTENG LIQUOR ACT, 2013

APPLICATION TO RENEW A LICENCE

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. DETAILS OF APPLICANT

1.1 Full names the licensee.

1.2 Identity number or Registration number of the licensee

1.3 Full address and location of the licensed premises

2. APPLICATION DETAILS

Details of the Licence

Licence type	
Licence Number	
Date of issue	
Date of expiry	
Fees payable	

3. Have you been issued with a non- compliance notice, if the answer is affirmative please provide the details

Signed at..... on this.....day
of.....

Signature of the applicant or an authorised person

Acknowledgement

I acknowledge receipt of this application.

Form 21

GAUTENG LIQUOR ACT, 2013

APPLICATION FOR CONDONATION OF FAILURE TO RENEW A LICENCE

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. DETAILS OF THE APPLICANT

Full names the licensee.

2 Identity number or Registration number of the licensee

3.Full address and location of the licensed premises

2. APPLICATION DETAILS

2.1 Details of the Licence

Licence type	
Licence Number	
Date of issue	
Date of expiry	
Fees payable including penalty for late renewal	

3. Have you been issued with a non- compliance notice, if the answer is affirmative please provide the details

[Empty rectangular box]

4. State reasons for failing to renew your licence

[Empty rectangular box for reasons]

Signed at..... on this.....day
of.....

Signature of the applicant or an authorised person

Acknowledgement

I acknowledge receipt of this application.

[Empty rectangular box for acknowledgement]

Form 22

GAUTENG LIQUOR ACT, 2013

**NEIGHBOURS/SCHOOLS/PLACES OF WORSHIP VIEWS IN RESPECT
OF A LICENSED PREMISES OR APPLICATION**

FULL NAMES	PHYSICAL ADDRESS	OBJECTION	SUPPORTING	REASONS
1.				
2.				
3.				
4.				
5.				
6.				
7.				

8.				
9.				
10.				
11.				
12.				
13.				
14.				

Form 23

GAUTENG LIQUOR ACT, 2013

APPLICATION FOR A DUPLICATE LICENCE IN TERMS OF SECTION 29(6)

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. DETAILS OF APPLICANT

1.1 Full names the licensee.

1.2 Identity number or Registration number of the licensee

1.3 Full address and location of the licensed premises

2. APPLICATION DETAILS

2.1 Details of a licence

Licence type	
Licence Number	
Date of issue	
Date of expiry	

2.2 State reason for the application for a duplicate licence(indicate with an X)

Lost	Other reason(s)
Stolen	
Defaced	

2.3 Date when licence was lost.....

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:	
Print name:	

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

--

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At		this
day of	201	

Commissioner of Oaths

Full names

--

Business address

--

Designation

--

Area for which appointment is held

--

Office held if appointment is ex officio

--

Acknowledgement

I acknowledge receipt of this application.

--

FORM 24**GAUTENG LIQUOR ACT, 2013****APPLICATION FOR EXEMPTIONS IN TERMS OF SECTION 52 OF THE
ACT**

Application for exemption in terms of

SECTION	DESCRIPTION OF EXEMPTION	MARK APPROPRIATE BOX
52(1)(a)	Premises on behalf of the principal of an educational institution 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;	
52(1)(b)	Premises by a person operates a bona fide museum and is licenced as a special customs and excise warehouse in terms of Item 810.20.10 of Schedule 8 of the Customs and Excise Act, 1964 (Act 91 of 1964);	
52(1)(c)	Premises where a person is a collector of wine and that liquor consists of his or her collection of wine or any part thereof; or	
52(1)(d)	Premises if a person is a licenced auctioneer acting on behalf of a bona fide cultural or welfare organisation or an educational institution.	

Application made by

Address for service of documents

Telephone No/s

Fax No and email address

1. APPLICANT DETAILS

1.1 Full names (natural or juristic person)

1.2 Identity number or in the case of a juristic person, its registration number

1.3 Telephone number/s

1.4 Fax number and email address

2. APPLICATION DETAILS

2.1 Representation in support of the application

By signing this form I solemnly declare that all information provided in this application and the documentation is true and correct.

Date:	
Print name:	

Signature of applicant or an authorised person (written authorization or power of attorney to be attached)

--

I certify that the applicant or authorised person has acknowledged that he or she knows and understands the contents of this declaration which has been signed and sworn to or affirmed before me

At		this
day of	201	

Commissioner of Oaths

Full names

--

Business address

--

Designation

--

Area for which appointment is held

--

Office held if appointment is ex officio

--

SCHEDULE 2

GAUTENG LIQUOR ACT, 2013

1. Fees for application for a licence in terms of section 19 of the Act-

Section of Act	Type of Licence	Application Fee
	Off –consumption Licences	
18 (1)(a)(i)	Liquor Store Licence	R 3000-00
18 (1)(a)(ii)	Grocers Wine Licence	R 1200-00
18 (1)(a)(iii)	Micro-Manufacturer Liquor Licence	R 4500-00
18 (1)(a)(iv)	Sorghum Beer Licence	R 250-00
	On-consumption Licences	
18(1)(b)(i)	Accommodation liquor Licence: A –which caters for up to 20 guests B –which caters for 21 up to 50 guests C –which caters for 51 to 100 guests D–which caters for more than 100 guests	R 1600-00 R 1800-00 R 2000-00 R 2500-00
18 (1)(b)(ii)	Restaurant Liquor Licence	R 2500-00
18 (1)(b)(iii)	Function Venue Licence	R 2000-00
18 (1)(b)(iv)	Tavern or Pub Liquor Licence	R 2000-00
18 (1)(b)(v)	Theatre Liquor Licence	R 2000-00
18(1)(b)(vi)	Waterborne Vessel Liquor Licence	R2 000-00
18 (1)(b)(vii)	Airport Lounge Liquor Licence	R5 000-00
18 (1)(b)(viii)	Club Liquor Licence	R 2000-00
18(1)(b)(ix)	Gaming Premises Liquor Licence	R 3500-00
18 (1)(b)(x)	Sports Ground Liquor Licence	R 2000-00
18 (1)(b)(xi)	Sorghum Beer Licence	R 250-00

18 (1)(b)(xii)	Special events Licence	R 2000-00
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2. Initial and Annual Licence Renewal Fees in terms of Regulation 27

Section of Act	Type of Licence	Initial Fee/Renewal Fee
	Off –consumption Licences	
18 (1)(a)(i)	Liquor Store Licence	R 6000-00
18 (1)(a)(ii)	Grocers Wine Licence	R 2400-00
18 (1)(a)(iii)	Micro-Manufacturer Liquor Licence	R 4500-00
18 (1)(a)(iv)	Sorghum Beer Licence	R 600-00
	On-consumption Licences	
18 (1)(b)(i)	Accommodation liquor Licence: A –which caters for up to 20 guests B –which caters for 21 up to 50 guests C –which caters for 51 to 100 guests D–which caters for more than 100 guests	R 3200-00 R 3600-00 R4000-00 R 5000-00
18 (1)(b)(ii)	Restaurant Liquor Licence	R 5000-00
18 (1)(b)(iii)	Function Venue Licence	R 4000-00
18 (1)(b)(iv)	Tavern/Pub Liquor Licence	R 4000-00
18 (1)(b)(v)	Theatre Liquor Licence	R 1500-00
18 (1)(b)(vi)	Water Vessel or Boat Licence	R 4000-00
18 (1)(b)(vii)	Airport Lounge Liquor Licence	R 10 000-00
18 (1)(b)(viii)	Club Liquor Licence	R 4000-00
18 (1)(b)(ix)	Gaming Premises Liquor Licence	R 7000-00
18 (1)(b)(x)	Sports Ground Liquor Licence	R 4000-00

18 (1)(b)(xi)	Sorghum Beer Licence	R 300-00
18 (1)(b)(xii)	Special events Licence	R 4000-00

3. Application fees for transfer of a licence in terms section 59 of the Act-

Section of Act	Type of Licence	Application Fee
	Off –consumption Licences	R 1500-00
18 (1)(a)(i)	Liquor Store Licence	
18 (1)(a)(ii)	Grocers Wine Licence	
18 (1)(a)(iii)	Micro-Manufacturer Liquor Licence	
18 (1)(a)(iv)	Sorghum Beer Licence	
	On-consumption Licences	R 1500-00
18 (1)(b)(i)	Accommodation liquor Licence	
18 (1)(b)(ii)	Restaurant Liquor Licence	
18 (1)(b)(iii)	Function Venue Licence	
18 (1)(b)(iv)	Tavern/Pub Liquor Licence	
18 (1)(b)(v)	Theatre Liquor Licence	
18 (1)(b)(vi)	Water Vessel or Boat Licence	
18 (1)(b)(vii)	Airport Lounge Liquor Licence	
18 (1)(b)(viii)	Club Liquor Licence	
18 (1)(b)(ix)	Gaming Premises Liquor Licence	
18 (1)(b)(x)	Sports Ground Liquor Licence	
18 (1)(b)(xi)	Sorghum Beer Licence	
18 (1)(b)(xii)	Special events Licence	

3. Other application fees

(1) alterations to and extensions of licensed premises in terms of section 63 of the Act.	R 1000-00
(2) management in terms of section 61 of the Act	R 750-00 per manager
(3) copies of an inspector's report	R 100-00
(4) copies of the minutes of the Board	R 500-00
(5) duplicate licence, correction or re-issuing of a licence in terms of section 29 (6) of the Act	R 1000-00
(6) Application to Appeal Board to review decision	R 1000-00
(7) Application to Approve Appointment of another person to conduct business	R 1000-00
(8) Application for Approval of Change in Controlling Interest	R1000-00
(9) Application for Approval of Change in Core Business	R1000-00

Fines

A: Offences in general in terms of section 69 of the Act

Type of Offences	Penalty
Sell liquor without a licence	R5000-00
Supply liquor to a person in his or her employ as wages or remuneration or as a supplement therefore.	R5000-00
Sell or supply any illegal or counterfeit liquor.	Court
Sell any liquor otherwise than under a license issued in terms of this Act or an exemption granted under section 52 or 53.	R5000-00
Contravene any provision of this Act (other than a provision listed on this SCHEDULE)	Depends on the Contravention

B: Offences regarding information in terms of section 70

Type of Offence	Penalty
Submit or provide any information which is false or misleading or any false document or document which purports to be but is not a true copy of an original document in relation to any application.	R7000-00
Submit or provide any information which is false or misleading or any false document or document in relation to any objection, representations,	R2000-00
Submit or provide any information which is false or misleading or any false document or document in relation to a reply to any objection or representations or complaint or request in terms of this Act.	R2000-00

C: Offences regarding meetings of Board in terms of section 71

Type of Offence	Penalty
Fail to appear before the Board on the date and at the time and place set out in any notice or summons.	R2500-00
Appear before the Board but without the leave of the Chairperson fail to remain in attendance at the meeting concerned until the conclusion thereof.	R2500-00
Refuse to give evidence or produce any document or book, having been called upon by the Chairperson or the Board to give evidence.	R2500-00
Refuse to take the oath or make the affirmation, having been required by the chairperson or the board to give evidence under oath or after the making of an affirmation.	R2500-00
Wilfully interrupt the proceedings at a meeting of the Board or wilfully hinder or obstruct the Board or any member thereof in the performance of his or her functions at the meeting.	R2500-00
Refuse to leave the meeting when ordered to do so by the Chairperson.	R2500-00

D: Offences regarding inspectors and police officers in terms of section 72

Type of Offence	Penalty
Falsely hold himself or herself out to be or impersonate an inspector or police officer.	R10000-00
Refuse or fail to comply with any lawful demand, order or requirement of an inspector or police officer.	R5000-00

Hinder, obstruct or interfere with an inspector or police officer in the exercise of his or her powers.	R7000-00
Refuse to grant an inspector access to land or premises to which the inspector is duly authorised to have access.	R5000-00
Fail to comply with a compliance notice issued in terms of this Act.	R5000-00
Act contrary to a warrant issued in terms of this Act.	Court
Fail or refuse to provide an inspector with a document or information that the person is required to provide under this Act.	R3500-00
Furnish false or misleading information to an inspector	R3500-00

E: Offences regarding liquor trade

Type of Offence	Penalty
Enter into or negotiate an agreement or business arrangement prohibited by or contemplated in section 37, unless otherwise approved by the Member of the Executive Council.	R10000-00

F: Offences by licensees in general in terms of section 73 of the Act

Type of Offence	Penalty
Fail or refuse to comply with any condition of a license or contravene any provision of this Act.	R5000-00
Keep the licensed premises open for the sale, supply or consumption of liquor or sell or supply any liquor at a time when the sale of liquor is not permitted in terms of	R5000-00

the license and this Act.	
Alter a licence	R5000-00
Sell or supply liquor in a place where the sale or supply of liquor is not permitted in terms of the license.	R5000-00
Fail or refuse to comply with any notice issued in terms of this Act or any direction or order of the Board.	R5000-00
Fail to keep any record which he or she is by virtue of this Act required to keep, or keep such a record in an inadequate or improper manner,	R5000-00
Allow conduct associated with drunkenness on the licenced premises	R2500-00
Allow the sale, use or possession of drugs upon the premises in contravention of a law dealing with such sale, use or possession	R2500-00
Sell or supply liquor to an obviously intoxicated person.	R2500-00
Allow a person who has a weapon in his or her possession to enter the licenced premises	R2500-00
Conduct structural alteration, addition or reconstruction of the licenced premises without the consent of the Board	R5000-00
Sell or supply liquor to a person under the age of 18 years.	R5000-00
In respect of an off-consumption license, open or allow to be opened on the licensed premises any receptacle containing liquor sold by him or her.	R3500-00

G: Penalties

Any person who is guilty of an offence in terms of this Act, shall on conviction be liable to a fine not exceeding R100 000,00 or to imprisonment for a period not exceeding ten (10) years or both such fine and imprisonment.

SHCEDULE 3

Times of Business

Type of Licence	Times of Business
Off –consumption Licences	
Liquor Store Licence	08:00 to 20:00
Grocers Wine Licence	08:00 to 20:00
Liquor Club Licence	08:00 to 20:00
Micro-Manufacturer Liquor Licence	08:00 to 20:00
Sorghum Beer Licence	10:00 to 22:00
On-consumption Licences	
Accommodation liquor Licence	10:00 to 04:00
Restaurant Liquor Licence	10:00 to 02:00
Function Venue Licence	10:00 to 02:00
Tavern/Pub Liquor Licence	10:00 to 02:00
Theatre Liquor Licence	10:00 to 02:00
Waterborne Vessel Liquor Licence	10:00 to 02:00
Airport Lounge Liquor Licence	10:00 to 02:00
Gaming Premises Liquor Licence	10:00 to 02:00
Sports Facilities Liquor Licence	10:00 to 02:00
Sorghum Beer Licence	10:00 to 22:00

NO TRADE IN LIQUOR ON SUNDAYS