



NORTH WEST NOORDWES

EXTRAORDINARY • BUITENGEWOON

**PROVINCIAL GAZETTE
PROVINSIALE KOERANT**

Vol: 268

MAHIKENG
11 April 2025
11 April 2025

No: 8814

PART 1 OF 2

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DEPARTMENT OF HEALTH

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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 1021 OF 2025

PROCLAMATION NOTICE

Department of Economic Development, Environment, Conservation and Tourism

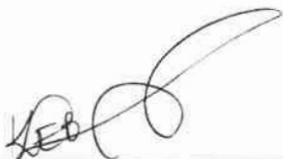
PROCLAMATION**BY**

**MEMBER OF EXECUTIVE COUNCIL RESPONSIBLE FOR ECONOMIC DEVELOPMENT ENVIRONMENT CONSERVATION AND TOURISM:
DETERMINATION OF EFFECTIVE DATE FOR THE NORTH WEST LIQUOR LICENSING ACT NO. 6 OF 2016 AND THE AMENDMENT ACT NO. 2 OF 2019**

I, Keobiditse Evelyn Bitsa Lenkopane, Member of the Executive Council responsible for the Department of Economic Development, Environment, Conservation and Tourism, having received a ratification from Mr. Mpho Parks Tau, the Minister of Trade, Industry and Competition, hereby publish the North West Liquor Licensing Act, Act No. 6 of 2016 read with North West Liquor Licensing Amendment Act, Act No. 2 of 2019, and the Regulations thereto, and determine the 1st April 2025 to be the effective date of and the coming into operation of the provincial Act and Regulations.

The Act is hereto posted on the Government Gazette and in our departmental website. All licensees in the North West Province are urged to take notice of the provisions of the new legislation particularly in relation to the conversion and payable licensing fees and any transitional compliance thereto.

GIVEN UNDER MY HAND AT MAFIKENG ON THIS 1st DAY OF APRIL 2025.



HONOURABLE K. E. B. LENKOPANE

**MEC: DEPARTMENT OF ECONOMIC DEVELOPMENT ENVIRONMENT
CONSERVATION AND TOURISM**

DATE: 1 April 2025

NORTH WEST LIQUOR LICENSING ACT NO. 6 OF 2016

[ASSENTED TO _____]

[DATE _____]

12/12/2016

(The English text is the official text of the Act)

ACT

To provide for the regulation, control and licensing of the retail sale and micro-manufacture of liquor in the North West Province; to provide for the establishment of the North West Liquor Authority; to provide for the designation of inspectors and their powers and duties; and to provide for matters connected therewith.

BE IT ENACTED by the Legislature of the North West Province, as follows:—

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**CHAPTER 1
INTRODUCTION****Definitions**

1. In this Act, unless the context indicates otherwise –

“accommodation” means any premises where accommodation and meals are provided and includes an hotel, a motel, an inn, a bed and breakfast establishment, a caravan and camping park, a farmhouse, a guest-house, a lodge, a boat and a house boat;

“amnesty notice” means a temporary amnesty notice issued by the Board of the Liquor Authority for any category of licence contemplated in section 31, and which is subject to the amnesty provisions contained in section 94;

“beer” includes –

(a) ale, cider and stout; and

(b) any other fermented drink, other than traditional African beer –

(i) that is manufactured as, or sold under the name of, beer, ale, cider or stout, if it contains more than one percent by volume of alcohol; or

(ii) that is declared to be beer under the Liquor Act, 2003 (Act No. 59 of 2003);

“Board” means the Board of Directors of the North West Liquor Authority, primarily responsible for the adjudication and approval of licence and permit applications and is not the Accounting Authority of the North West Liquor Authority;

"Chief Executive Officer" means the Chief Executive Officer and Accounting Authority of the North West Liquor Authority appointed in terms of section 19(1);

"close corporation" means a corporation as defined in section 1(1) of the Close Corporations Act, 1984 (Act No. 69 of 1984);

"club" means an association or organisation consisting of members dedicated to a particular activity or pursuing similar interests, which is subject to a set of rules or a constitution to which all members subscribe;

"company" means a company as defined in the Companies Act, 2008 (Act No. 71 of 2008);

"Constitution" means the Constitution of the Republic of South Africa, 1996;

"controlling interest" means any interest acquired or held, enabling the holder thereof to exercise, directly or indirectly, any control, as determined in accordance with section 12(2) of the Competition Act, 1998 (Act No. 89 of 1998), over the activities of the business or undertaking;

"convenience store" means a store located on the site of a service station selling petrol, diesel or other petroleum products to the public, whose main business is the sale of a limited number and variety of fast moving consumer goods;

"co-operative" means a co-operative as defined in the Co-operatives Act, 1981 (Act No. 91 of 1981);

"days" for the purposes of calculation of time periods in this Act, means business days and excludes weekends and public holidays;

"Department" means the department in the Provincial Government of North West responsible for liquor licensing;

"distribute" means to offer liquor or methylated spirit for sale, or to sell

liquor, to a licensed person;

"distributor" means a person licensed as such in terms of the Liquor Act, 2003 (Act No. 59 of 2003);

"family member" includes –

(a) a husband or a wife, any partner in a marriage concluded under any tradition or under any system of religious practice or any partner in a relationship where the parties live together in a manner resembling a marital partnership, a marriage concluded under any tradition or under any system of religious practice;

(b) any child born out of any one of the marriages or unions referred to in paragraph (a) or any child born to one of the partners referred to in the said paragraph; or

(c) the parents of a person referred to in paragraph (a) and the parents of such person's husband, wife or partner referred to in the said paragraph (a);

"financial interest" means the ownership of shares in a company, a member's interest in a close corporation, an interest in a partnership and, in respect of a business or undertaking, any interest which enables the holder thereof to share in the profits and income of such business or undertaking;

"gaming premises" means any premises on which gambling, as defined in the North West Gambling Act, 1996 (Act No. 10 of 1996), or its successor, takes place under the authority of a licence issued in terms of that Act, or its successor;

"Gazette" means the official *Provincial Gazette* of the Province of North West;

"grocer" means a business retailing mainly in groceries and foodstuffs, but excludes a convenience store;

"Head of Department" means the head of the department in the Provincial Government of North West responsible for liquor licensing;

"Intoxicated" means the condition a person is in when his or her mental and physical faculties are so impaired by liquor that he or she is likely to cause injury to himself or herself or to another person or be a danger, nuisance or disturbance to others;

"licensed person" means a person to whom a licence has been issued or who is regarded as licensed in terms of this Act, or a person licensed in terms of the Liquor Act, 2003 (Act No. 59 of 2003);

"licensed premises" means the premises on which liquor may be micro-manufactured or sold under a licence or permit in terms of this Act;

"liquor" means –

- (a) a liquor product, as defined in section 1 of the Liquor Products Act, 1989 (Act No. 60 of 1989);
- (b) beer or traditional African beer; or
- (c) any other substance or drink declared to be liquor under the Liquor Act, 2003 Act No. 59 of 2003), but does not include methylated spirits;

"Liquor Act" means the Liquor Act, 2003 (Act No. 59 of 2003);

"Liquor Authority" means the North West Liquor Authority established in terms of section 5;

"Liquor Board" means the Board established in terms of section 5 of the Liquor Act, 1989 (Act No. 27 of 1989);

"liquor store" means an outlet licensed to sell liquor for consumption off the premises;

"Member of the Executive Council for Finance" means the member of the Executive Council of the Province of North West responsible for finance;

"Member of the Executive Council for Health" means the Member of the Executive Council of the Province of North West responsible for health;

"methylated spirits" means –

(a) a spirit denatured in accordance with any law on the denaturation or methylation of spirits; or

(b) any other denatured spirit, including –

(i) a medicated spirit; or

(ii) a denatured spirit declared to be methylated spirits in terms of the Liquor Act, 2003 (Act No. 59 of 2003);

"micro-manufacture" means to produce liquor at or below the prescribed threshold volume determined in terms of section 4(10) of the Liquor Act, 2003 (Act No. 59 of 2003);

"micro-manufacturer" means a person registered as such under this Act to micro-manufacture liquor at or below the threshold volume prescribed in terms of the Liquor Act, 2003 (Act No. 59 of 2003);

"minor" means a person who has not attained the age of 18 years;

"municipality" means a municipality contemplated in section 155 of the Constitution of the Republic of South Africa, 1996, and established by and under sections 11 and 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), read with sections 3, 4 and 5 of the North West Determination of Types of Municipality Act, 2000 (Act No. 7 of 2000), and a **"district municipality"** has a corresponding meaning;

"nightclub" means licensed liquor premises that are open at night and where dancing and music is usually provided;

"permit" means a special events permit referred to in section 31(1)(c);

"person" means a natural or a juristic person, a group of such persons or a

corporate body, unless the context indicates a contrary meaning;

"premises" means any land, building or structure, or part thereof;

"prescribed" means prescribed by regulation, and "prescribe" has a corresponding meaning;

"Province" means the province of North West established in terms of section 103 of the Constitution;

"Provincial Legislature" means the Legislature of the Province of North West;

"pub" means any commercially zoned licensed premises where liquor is sold for consumption on the premises and where meals prepared on the premises may be provided incidentally thereto;

"Public Finance Management Act" means the Public Finance Management Act, 1999 (Act No. 1 of 1999);

"public office bearer" means –

- (a) a member of the National Assembly, the National Council of Provinces or the Cabinet;**
- (b) a member of a provincial legislature or of the Executive Council of a province;**
- (c) a municipal councillor;**
- (d) a diplomatic representative of the Republic who is not a member of the public service;**
- (e) a member of a house of traditional leaders; or**
- (f) a national or provincial office bearer of a political party, organisation, body, alliance or movement registered in terms of section 15 or 15A of the Electoral Commission Act, 1996 (Act No. 51 of 1996);**

"public servant" means a public servant as defined in section 1 of the Public Service Act, 1994 (Proclamation 103 of 1994), and includes a municipal

employee;

"regulation" or "regulations" means a regulation or regulations made in terms of this Act;

"responsible Member" means the Member of the Executive Council of the Province of North West responsible for liquor licensing;

"restaurant" means any commercially zoned licensed premises where meals prepared on the premises are provided and where the sale of liquor for consumption on the premises is incidental thereto;

"retail sale" means the sale of liquor for the purposes of consumption and includes exchange or keep, offer, display, deliver, supply or dispose of, for retail sale, or authorise, direct or allow a retail sale, and "sale" and "sell" have corresponding meanings;

"Revenue Fund" means the Provincial Revenue Fund established in terms of section 226 of the Constitution;

"shebeen" means an unlicensed drinking establishment;

"special event" means an event organised at a specified place for a specified duration;

"sports ground" means a place where sports meetings, games or recreational activities are held: Provided that such place is not situated within the premises of any institution of learning or religion;

"supply" with regard to any retail sale of liquor, means to place a person in possession or control of that liquor;

"tavern" means any residentially zoned licensed liquor premises where liquor is sold for consumption on the premises, and where food, other than food prepared

on the premises, may be provided incidentally thereto;

"theatre" means any commercially zoned licensed premises where dramatic performances, plays, concerts, shows or films are regularly shown or presented to the public;

"this Act" includes the regulations;

"traditional African beer" means a fermented liquid –

(a) made by –

(i) the fermentation of malt, unmalted grain or meal of the cereals sorghum, maize, finger millet or pearl millet, with no more than five per cent sugar by weight relative to the combined weight of all the malt, grain or cereal ingredients; or

(ii) combining traditional African beer powder with water;

(b) with no addition of ethyl alcohol;

(c) with an alcohol content not exceeding 3,5 per cent by volume;

(d) in a state of fermentation, or of which the fermentation has not been arrested; and

(e) not containing or flavoured with hops or any product derived from hops;

"traditional African beer powder" means a dry product –

(a) comprising –

(i) not more than three parts by mass of milled sorghum or maize malt; and

(ii) not less than seven parts by mass of milled precooked maize or sorghum unmalted grain or meal; and

(b) which –

(i) does not contain any sugar derived from any source;

(ii) does not contain, and is not flavoured with, hops or products derived from hops; and

(iii) may contain active dry yeast added as a processing aid; and

"unlicensed retail sellers" includes "shebeens";

"wine" means wine as defined in section 1 of the Liquor Products Act, 1989 (Act No. 60 of 1989).

Objects of Act

2.(1) The objects of this Act are –

- (a) to provide for the regulation of the micro-manufacturing and the retail sale of liquor;**
- (b) to provide for mechanisms aimed at reducing the socio-economic and other effects of alcohol abuse;**
- (c) to provide for public participation in the consideration of applications for registration; and**
- (d) to promote the development of a responsible and sustainable retail and micro-manufacturing liquor industry in a manner that facilitates –**
 - (i) the entry of new participants into the industry;**
 - (ii) diversity of ownership in the industry; and**
 - (iii) an ethos of social responsibility in the industry.**

(2) In achieving the objects contemplated in subsection (1) the Liquor Authority must endeavour to progressively increase its own revenue generation and collection.

Application of Act

3. This Act does not apply to –

- (a) an officer as defined in section 1(1) of the Customs and Excise Act, 1964 (Act No. 91 of 1964), in the performance of his or her functions;**
- (b) a sheriff or any other officer of a court acting in terms of an order of a court;**
- (c) a judge or magistrate, acting in the performance of his or her functions;**
- (d) a person, with regard to the sale of any spiritous or distilled perfumery or medicated spirit, which perfumery or spirit is not methylated spirits;**
- (e) the manufacturer of sweets containing not more than two per cent by mass of alcohol, with regard to the sale of those sweets to a licensed person;**

(f) the commander of an aircraft of an air service licensed in terms of the Air Services Licensing Act, 1990 (Act No. 115 of 1990), to provide a scheduled air transport service, with regard to the sale of liquor to a passenger on authority on that aircraft while on a flight of not less than 100 kilometres from one airport in the Republic to another; and

(g) an administrator of a deceased or insolvent estate, in the administration of that estate

Functions of responsible Member

4.(1) The responsible Member must –

(a) within 12 months after the coming into operation of this Act, –

(i) develop provincial policy and norms and standards pertaining to the retail liquor industry and the micro-manufacturing of liquor;

(ii) establish and set guidelines for the conduct of business in the Liquor Authority and liquor licensing officers;

(b) establish a social responsibility programme in respect of alcohol consumption;

(c) annually provide the National Minister responsible for liquor matters, and the Executive Council, with information contained in the Provincial Liquor Register as contemplated;

(d) advise the Minister or the Premier, or furnish a report or recommendation to the Minister or the Premier, on any matter referred to him or her by the Minister or the Premier for consideration and arising from the application of this Act; and

(e) perform such other functions as may be assigned to him or her in terms of this Act.

(2) In addition to the functions contemplated in subsection (1), the responsible Member may, in consultation with the National Minister responsible for liquor matters, and subject to section 5 of the National Liquor Act, 2003, prescribe controlling or regulating measures in respect of methylated spirits.

CHAPTER 2 NORTH WEST LIQUOR AUTHORITY

Establishment of Liquor Authority

5.(1) The North West Liquor Authority is hereby established.

(2) The Liquor Authority is a provincial government component contemplated in section 7A of the Public Service Act, 1994 (Proclamation 103 of 1994, as amended).

(3) The Liquor Authority is subject to the Public Finance Management Act.

(4) The Chief Executive Officer is the accounting authority of the Liquor Authority, as contemplated in section 49(2)(b) of the Public Finance Management Act.

Objects of Liquor Authority

6. The objects of the Liquor Authority are to –

- (a) consider and approve liquor licence applications in the Province;
- (b) issue licences in terms of Chapter 6 of this Act;
- (c) enhance accessibility of liquor licences in the Province;
- (d) ensure a uniform, fair, equitable and transparent process in the issuing of liquor licences; and
- (e) work with the responsible Member, the Department, municipalities and the liquor industry in the Province in order to implement and promote national and provincial liquor policies and norms and standards.

Powers, duties and functions of Liquor Authority

7.(1) The Liquor Authority must –

- (a) through its Board, consider applications for liquor licensing in terms of Chapter 6 of this Act;
- (b) through its Board, grant, refuse, renew, amend, and subject to the relevant provisions of the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) revoke a liquor licence ;
- (c) advise the responsible Member on any matter referred to the Liquor Authority by the responsible Member;
- (d) through its Board, investigate, furnish a report and make recommendations to

the responsible Member, regarding any matter relating directly or indirectly to the liquor industry in the Province;

(e) through its Board, advise the responsible Member on the development of a social responsibility programme in respect of alcohol consumption and the implementation thereof;

(f) assist the responsible Member in formulating policy and in establishing norms and standards concerning any matters in relation to the liquor industry in the Province;

(g) participate in programmes aimed at promoting the development of a responsible and sustainable retail and micro-manufacturing liquor industry in the Province;

(h) initiate and participate in the development programmes aimed at reducing the socio-economic and other effects of alcohol abuse;

(i) assist and advise the responsible Member on the development of a programme in order to pursue the objects of the Act outlined in section 2;

(j) within the framework of national and provincial liquor policies, assist and advise the responsible Member with regard to advising and guiding –

(i) the business unit within the Department responsible for small business development;

(ii) stakeholders in the liquor industry, consumers and organisations or institutions whose activities or aims have an impact on and relate to the liquor industry in the Province;

(k) establish and maintain a Provincial liquor register of all persons and entities licensed in terms of this Act, a description of the category of license in each instance, the validity period of such license and a description of the of the licensed premises concerned in each instance; and

(l) perform such other functions as may be assigned to it in terms of this Act.

(2) The Liquor Authority may, after the consideration by its Board of any other matter contemplated in this Act –

(a) suspend for an indefinite time or for such period as it may determine or withdraw from such date as it may determine, a licence which is the subject of a report, complaint or objection concerned, or any right or privilege which is attached thereto;

- (b) declare the licence concerned to be subject to such conditions or further conditions as it may in its discretion impose;
- (c) rescind the suspension of the licence concerned or of any right or privilege which is attached thereto, with immediate effect or from such date as it may determine, subject to such conditions as it may in its discretion impose; or

(2) The Liquor Authority may, after the consideration by it of any other matter contemplated in this Act –

- (a) acquire, hold, hire, let and alienate intellectual, movable and immovable property;
 - (b) open and maintain bank accounts;
 - (c) appoint, suspend, discipline, dismiss officers and staff and do all things incidental thereto;
 - (d) conclude and perform contracts;
 - (e) participate and conclude quasi-judicial and administrative proceedings;
 - (f) receive, expand and generally administer funds;
 - (g) make and enforce rules for the conduct of its proceedings;
 - (h) collect and administer levies and fees imposed by or under this Act;
 - (i) Conduct or cause to be conducted hearings, investigations and enquiries with regard to any matter falling within the scope of this Act;
 - (j) enter into agreements with or obtain any assistance from any department or organ of State including South African Police Services; and
 - (k) take any such other steps as it may deem fit,
- subject to written approval by the responsible Member.

Composition of Board of Liquor Authority

6.(1) The Board of Liquor Authority consists of not less than three and not more than five members appointed by the responsible Member.

(2) The members contemplated in subsection (1) must include –

- (a) two persons who are admitted as Attorneys or Advocates with at least five years experience in the legal profession or the administration of justice;
- (b) one person who has knowledge and experience in the field of welfare, socio-

economic development or social services;

(c) one person nominated by the municipality who has knowledge and experience in town planning; and

(d) one member of the South African Police Service of the rank of Superintendent or above, nominated by the Provincial Commissioner of Police.

(3) In appointing members to the Board of the Liquor Authority, the responsible Member must ensure that historic imbalances are addressed.

(4) The responsible Member must designate –

(a) one of the members of the Board of the Liquor Authority as the Chairperson of the Liquor Authority;

(b) one of the members of the Board of the Liquor Authority as the Deputy Chairperson of the Liquor Authority; and

(c) in the absence of the Board of the Chairperson and the Deputy Chairperson, one of the members of the Liquor Authority as the alternate Chairperson of the Liquor Authority.

(5) The members must be fit and proper persons, South African citizens, broadly representative of the population of the Province.

(6) The responsible Member must, publish an invitation calling for nomination for appointment to the Board of the Liquor Authority in two newspapers circulating widely in the Province.

(7) The responsible Member must cause the names of the persons appointed to the Board of the Liquor Authority to be published in the *Gazette* and in at least two newspapers circulating in the Province, immediately after such persons have been notified, in writing, of their appointment to the Board of the Liquor Authority.

(8) The responsible Member must, within two months after the appointment of members of the Board of the Liquor Authority inform the Executive Council and the Portfolio Committee of the names of the appointed members including the term of their appointment.

(8 This section applies, with the necessary changes, to the filling of a vacancy on the Board of the Liquor Authority.

Disqualification from being appointed to Board of Liquor Authority

9. A person is disqualified from being appointed to the Board of the Liquor Authority or from remaining on the Board of the Liquor Authority, by reason that he or she –

- (a) is or becomes an unrehabilitated insolvent;
- (b) is or has been declared by a competent court to be of unsound mind;
- (c) is directly or indirectly interested in any contract with the Liquor Authority and fails to declare his or her interest and the nature thereof in the manner required by this Act;
- (d) is a person under curatorship;
- (e) has at any time been removed from an office of trust on account of misconduct involving theft or fraud;
- (f) has been convicted and sentenced to a term of imprisonment without the option of a fine, except that the responsible Member may, upon such nominee disclosing full details of the offence in an affidavit, condone a conviction in a manner that is consistent with section 106(1)(e) of the Constitution: Provided that a disqualification in terms of this subsection ends five years after the sentence has been completed;
- (g) fails to disclose an interest in accordance with section 11 or attended or participated in the proceedings of the Liquor Authority while having an interest contemplated in the said section;
- (h) is a public office bearer; or
- (i) is not a citizen of the Republic and not resident in the Province.

Declaration of financial or other interests of members of Board of Liquor Authority

10.(1) A person who has been nominated to serve on the Board of the Liquor Authority in terms of section 8 must, within 10 days of being nominated, submit a written declaration to the responsible Member of all direct or indirect interests in any company, close corporation and of any other business interests.

(2) Any failure by a nominee to disclose financial and other interests in terms of subsection (1) disqualifies such nominee in terms of section 9 from being appointment to the Board of the Liquor Authority.

(3) Every member of the Board of the Liquor Authority must, upon assuming office and at the beginning of every financial year of the Liquor Authority, submit a written declaration of his or her direct or indirect interest in any company, close corporation or other business interests.

(4) Where a member of the Board of the Liquor Authority acquires interest in any company, close corporation or other business interests, at anytime during his or her tenure as a member of the Board of the Liquor Authority he or she must, within 10 days of the date of the acquisition of such an interest, submit a written declaration to the responsible Member of such an interest.

(5) Any failure on the part of the member to disclose his or her interests as contemplated in subsections (3) and (4) results in the termination of appointment of such member in terms of section 13(2).

(6) The responsible Member must keep an updated register of the interests of members of the Board of the Liquor Authority disclosed in terms of this section.

Failure to declare financial or other interests by member of Board of Liquor Authority

11.(1) A member of the Board of the Liquor Authority who fails to make a declaration envisaged in section 10 may, subject to subsection (2), be disqualified from remaining on the Liquor Authority.

(2) The responsible Member, on becoming aware that a member of the Board of the Liquor Authority has failed to comply with the provisions of section 10, must investigate the matter and consider appropriate disciplinary action.

Term of office and reappointment of member of Board of Liquor Authority

12.(1) A member is appointed to serve on the Board of the Liquor Authority for a period of three years or such lesser period as the responsible Member may determine.

(2) A member is eligible for re-appointment upon the expiry of his or her term of office for one additional term.

Vacancies, removal and resignation from office of members of Board of Liquor Authority

13.(1) A member of the Board of the Liquor Authority must vacate office if he or she becomes subject to a disqualification contemplated in section 9.

(2) The responsible Member may, after having afforded a member the opportunity to state his or her case, at any time terminate the term of office of such member if, in his or her opinion, there are sound, cogent and justifiable reasons for doing so.

(3) A member must vacate office if he or she is absent, without a leave of absence having first been granted by the Board of the Liquor Authority, from two consecutive meetings of the Liquor Authority for which reasonable notice was given to that member personally or by post.

(4) A member may resign from office by giving not less than 30 days written notice to the responsible Member: Provided that the responsible Member may waive the resignation notice.

(5) Whenever a vacancy occurs on the Board of the Liquor Authority, the responsible Member must, subject to section 8, appoint a person to fill such vacancy for the unexpired portion of the period of office of the member in whose place such person is appointed.

(6) The responsible Member may, subject to subsection (2), terminate the appointment of all or some of the members of the Board of the Liquor Authority, in consultation with the Executive Council -

- (a)** on account of his or improper conduct; or
- (b)** on account of unfitness for the functions of his or her office; or
- (c)** on the ground of permanent infirmity; or

(d) on account of disqualification subject to section 9

(7) In the event that the responsible Member exercises his or her powers in terms of subsection (6), he or she may, notwithstanding the procedure for the appointment of the members of the Board of the Liquor Authority set out in section 8, but subject to subsections (2) and (3) of section 8, appoint persons to serve as members of the Board of the Liquor Authority on an interim basis: Provided that –

- (a) the persons appointed to replace the members whose appointment has been terminated in terms subsection (6), may not remain on the Liquor Authority for a period of more than 90 days from the date of their appointment; and
- (b) the responsible Member, must, subject to section 8, appoint the permanent members of the Board of the Liquor Authority within 90 days of the appointment contemplated in paragraph (a) of this subsection.

Temporary suspension of member of Board of Liquor Authority

14.(1) The responsible Member may, after applying the relevant rules of natural justice, suspend a member on full remuneration if –

- (a) the member is alleged to have committed a serious offence; and
- (b) the responsible Member reasonably believes that the presence of such member at the Board of the Liquor Authority might jeopardise any investigation and the enquiry into the alleged misconduct, or endanger the well-being or safety of any person or state property: Provided that a suspension of this kind is a precautionary measure, which does not constitute a finding.

(2) If a member is suspended as a precautionary measure contemplated in subsection (1), the responsible Member must hold the enquiry within 60 days from the effective date of such suspension.

Meetings and procedures at meetings of Board of Liquor Authority

15.(1) The responsible Member or his or her authorised delegate or representative must convene the first meeting of the Board of the Liquor Authority.

(2) The Board of the Liquor Authority must thereafter meet as often as necessary, at such places and times as the Liquor Authority may determine.

- (3) Every member of the Board of the Liquor Authority must be notified of each meeting in writing, at least 14 days prior to such meeting, and such notification must contain an agenda for the proposed meeting.
- (4) If both the Chairperson and the Deputy Chairperson are absent from a meeting of the Board of the Liquor Authority, the meeting may not proceed.
- (5) The Chairperson may call a special meeting of the Board of the Liquor Authority and he or she must do so at the written request of two-thirds of the members of the Liquor Authority.
- (6) A notice calling a special meeting must be in writing and it must set out the date, time and place of the meeting and the business to be transacted thereat.
- (7) A *quorum* for a meeting of the Board of the Liquor Authority is a simple majority of its members.
- (8) Any decision of the Board of the Liquor Authority must be taken by resolution of the majority of the members present at any meeting of the Board of the Liquor Authority and, in the event of an equality of votes on any matter, the member presiding at the meeting in question has a casting vote in addition to his or her deliberative vote as a member of the Board of the Liquor Authority.
- (9) The proceedings of all meetings of the Board of the Liquor Authority must be duly recorded and minuted.
- (10)(a) The minutes of the previous meeting must be read and adopted at the commencement of each meeting.
- (b) The minutes may be regarded as read if copies thereof were furnished to the members of the Board of the Liquor Authority prior to the meeting.
- (c) The Chairperson may only sign the minutes once any objections have been considered and any corrections have been effected.
- (11) The Chairperson must decide on questions of order or procedure: Provided that if any member objects to any such decision, the question must be put to the vote and the decision of the majority of the members is final and binding on the Liquor Authority.

(12) A member of the Board of the Liquor Authority may not vote or in any manner participate in the proceedings at any meeting of the Liquor Authority, nor be present at the venue where such a meeting is held if, in relation to any matter before the Board of the Liquor Authority, such a member has any interest which, reasonably considered, may preclude him or her from performing his or her functions as a member of the Liquor Authority in a fair, unbiased and proper manner.

(13)(a) Subject to paragraph (b), all meetings of the Board of the Liquor Authority are open to the public.

(b) The deliberations and voting by the Board of the Liquor Authority on any matter must take place to the exclusion of the public.

Recusal of member from meetings and proceedings of Board of Liquor Authority

16.(1) A member of the Board of the Liquor Authority must recuse himself or herself from a matter being investigated, considered or voted upon by the the Board of Liquor Authority if one or more of the following occur –

- (a) if he or she has a direct or indirect interest in the matter; or
- (b) if there is a possibility that a direct or indirect interest in the matter might arise.

(2) If at any stage during the course of any proceedings before the Board of the Liquor Authority it appears that a member who is present at that meeting has or may have an interest contemplated in subsection (1), such member must forthwith disclose the nature of his or her interest and leave the meeting.

(3) Any disclosure made in terms of subsection (1) must be recorded in the minutes of the meeting in question.

(4) If it subsequently emerges that the Board of the Liquor Authority took a decision on a matter in respect of which a member has failed to disclose an interest contemplated in subsection (1), such decision by the Board of the Liquor Authority is invalid.

(5) For the purposes of this section "indirect interest" includes, but is not limited to, an interest held by any member's –

- (a) business partner, associate or employer, other than the State;
- (b) spouse, partner in a customary marriage, or person with whom such member cohabits or lives as though they are married; or
- (c) child, parent or sibling.

Remuneration of members of Board of Liquor Authority

17.(1) A member of the Board of the Liquor Authority may be paid from the funds of the Liquor Authority such remuneration and allowances as may be determined by the responsible Member in consultation with the Member of the Executive Council responsible for Finance.

(2)(a) A member of the Board of the Liquor Authority and a person who has been co-opted to the Board of the Liquor Authority may, in respect of his or her functions as a member or co-opted member, receive reimbursement from the funds of the Liquor Authority for reasonable actual subsistence and traveling expenses necessitated by the actual attendance of a meeting of the Board of the Liquor Authority.

(b) The Member of the Executive Council for Finance must determine procedures, including control measures, for the management, handling and processing of claims for subsistence and traveling expenses contemplated in paragraph (a).

Expert and other assistance

18.(1) The Liquor Authority may appoint such experts or other persons as service providers as it may deem necessary with a view to assisting it in the exercise and performance of its powers, functions and duties.

(2) The terms, conditions, and fees applicable to any expert or person appointed under subsection (1), and the work to be performed or services to be rendered must be determined by the Liquor Authority, and be contained in a written agreement entered into for that purpose between the Liquor Authority and the expert or person concerned.

(3) The experts or other persons appointed under subsection (1) may not vote on any decision taken by the Board of the Liquor Authority.

**CHAPTER 3
CHIEF EXECUTIVE OFFICER AND OTHER
STAFF OF LIQUOR AUTHORITY**

Appointment of Chief Executive Officer of Liquor Authority

19.(1) The responsible Member must appoint a fit and proper person as the Chief Executive Officer of the Liquor Authority for a term of five years.

(2) The Chief Executive Officer is eligible for re-appointment.

(3)(a) The appointment of the Chief Executive Officer is subject to the conclusion of a written performance agreement entered into between that person and the responsible Member or his or her duly delegated representative.

(b) The responsible Member or his or her duly delegated representative and the Chief Executive Officer may, in writing and by agreement, amend the performance agreement.

(4) The responsible Member may terminate the Chief Executive Officer's employment in accordance with applicable employment and labour law.

(5) The Chief Executive Officer must be paid the remuneration and allowances as may be determined by the responsible Member in consultation with the Member of the Executive Council responsible for Finance.

(6) Sections 11 and 12 apply to the Chief Executive Officer, with the necessary changes, except that he or she must disclose his or her interests or any conflict of interest to the Liquor Authority.

Functions of, and removal of Chief Executive Officer

20.(1) In addition to the responsibilities assigned to him or her as the Accounting Authority in terms of section 49(2)(b) of the Public Finance Management Act, the Chief Executive Officer is responsible for –

(a) the administrative and management of the Liquor Authority, subject to the direction of the responsible Member;

- (b) the compilation of a business and financial plan and reports in terms of the Public Finance Management Act, for approval by the responsible Member or his or her delegated representative;
- (c) the appointment of members of staff of the Liquor Authority referred to in section 21(1); and
- (d) the control of, and maintenance of discipline over, members of staff of the Liquor Authority.

(2) In respect of licence applications, the Chief Executive Officer must –

- (a) after an application for a licence or permit has been granted by the Board of the Liquor Authority, issue a licence certificate or permit in the applicant's name in the prescribed form;
- (b) keep and maintain in due and proper order, a register in respect of all decisions of the Board of the Liquor Authority in respect of such applications;
- (c) within 60 days after the end of each calendar year, publish in the Gazette and at least one newspaper widely circulated in the Province, the record of licences or permits, setting out the names of all persons –
 - (i) who had been issued with licences or permits on the last day of the relevant year;
 - (ii) whose licences or permits were cancelled during the relevant year;
 - (iii) who surrendered voluntarily, or have been finally sequestered, wound up or dissolved during the relevant year; and
 - (iv) who were refused a licence or permit during the relevant year;
- (d) maintain a catalogue in chronological order of all the decisions of the Board of the Liquor Authority, and after five years, may cause such decisions to be stored in the archives of the Province; and
- (e) perform all other functions and duties required of the Chief Executive Officer in terms of this Act.

(3) A licence certificate or permit issued in terms of subsection (2) must include –

- (a) a licence or permit number;
- (b) the date on which the applicant's name was entered in the register;
- (c) the fixed address of the premises in respect of which a licence or permit has been granted;

- (d) the conditions upon which the licence or permit was granted;
- (e) the trading hours and trading days applicable to the licence or permit; and
- (f) the category of licence or permit.

(4) If the Chief Executive Officer is for any reason unable to perform any of his or her functions, the responsible Member must, in writing, appoint another person as Acting Chief Executive Officer until the Chief Executive Officer is able to resume those functions. What about improper conduct, etc

(5) The responsible Member may, subject to applicable labour relations prescripts, remove the Chief Executive Officer from office –

- (a) on account of his or her improper conduct;
- (b) for unfitness for the functions of his or her office;
- (c) on the ground of a permanent infirmity of mind or body which renders him or her incapable of discharging the functions of his or her office or discharging them properly; or
- (d) on the ground that he or she is or has become subject to a disqualification envisaged in section 9.

(6) The responsible Member may, in order to determine whether there exists sufficient cause for the removal of the Chief Executive Officer from office as contemplated in subsection (5), initiate an inquiry or investigation for that purpose.

(7) Where an inquiry or investigation referred to in subsection (6) is initiated or considered, the relevant provisions of the Labour Relations Act, 1995 (Act No. 66 of 1995), apply.

(8) The responsible Member may, subject to the relevant labour law prescripts, place Chief Executive Officer on suspension pending the outcome of the inquiry or investigation contemplated in subsection (8).

(9) Any non-compliance by the Chief Executive Officer with any provision of this Act or the Public Finance Management Act, 1999 (Act No. 1 of 1999), constitutes improper

conduct contemplated in subsection (5)(a).

Staff of Liquor Authority

21.(1) The Chief Executive Officer must, subject to subsection (4), employ members of staff of the Liquor Authority to do the administrative, secretarial and other work incidental to the performance of the functions of the Liquor Authority.

(2) The Chief Executive Officer may, subject to approval by the Liquor Authority, designate a member of staff as the Registrar of the Liquor Authority.

(3) The Chief Executive Officer may delegate the functions contemplated in section 20(2), to the Registrar of the Liquor Authority.

(4) The Liquor Authority, in consultation with the responsible Member and the Member of the Executive Council responsible for Finance, must –

- (a) determine a human resources policy for the Liquor Authority; and
- (b) determine the remuneration and conditions of service of the Chief Executive Officer and the other members of staff of the Liquor Authority.

(5) The Liquor Authority must, in consultation with the Chief Executive Officer, determine a code of conduct, applicable to all members of staff of the Liquor Authority and justiciable for purposes of disciplinary proceedings, to ensure –

- (a) compliance with applicable law;
- (b) the effective, efficient and economical use of the Liquor Authority's funds and resources;
- (c) the promotion and maintenance of a high standard of ethics;
- (d) the prevention of conflicts of interest other than those contemplated in section 23;
- (e) the protection of confidential information held by the Liquor Authority; and
- (f) professional, honest, impartial, fair, ethical and equitable service.

Secondment of staff to Liquor Authority

22. The Liquor Authority may utilise the services of persons seconded or transferred from the public service in accordance with the provisions of the Public Service Act, 1994 (Proclamation No. 103 of 1994).

Conflict of Interest

23.(1) A member of staff of the Liquor Authority must, on appointment, submit to the Liquor Authority a written statement in which it is declared whether or not that member has any direct or indirect interest, financially or otherwise, which –

- (a) may constitute a conflict of interest in respect of his or her functions as a member of staff of the Liquor Authority; or
- (b) could reasonably be expected to compromise the Liquor Authority in the performance of its functions.

(2) If any member of staff of the Liquor Authority acquires an interest referred to in subsection (1), he or she must immediately in writing declare that fact to the Liquor Authority.

(3) A member of staff of the Liquor Authority may not be present at, or take part in, the discussion of or the taking of a decision on any matter before the Liquor Authority in which that member has an interest referred to in subsection (1).

(4) A member of staff of the Liquor Authority may not use his or her position or privileges, or confidential information obtained as a member of staff of the Liquor Authority, for personal gain or to improperly benefit another person.

(5) A member of staff of the Liquor Authority who fails or refuses to comply with subsection (1), (2), (3) or (4) is subject to disciplinary measures in terms of applicable employment and labour law, and the Public Finance Management Act.

(6) The Liquor Authority must keep a register of the interests of members of staff disclosed in terms of subsection (1) and must update that register from time to time.

CHAPTER 4
FUNDING AND FINANCIAL MANAGEMENT OF LIQUOR AUTHORITY

Funds of Liquor Authority

24.(1) The funds of the Liquor Authority consist of –

- (a) money appropriated by the Legislature to the Department; and
- (b) money accruing to the Liquor Authority from any other lawful source, including fees paid in terms of this Act.

(2) The Liquor Authority must utilise its funds to cover costs in connection with the performance of its duties and functions and the exercise of its powers in terms of this Act.

(3) The Chief Executive Officer must, with the concurrence of the responsible Member and the Member of the Executive Council for Finance –

- (a) open an account in the name of the Liquor Authority with an institution registered as a bank in terms of the Banks Act, 1990 (Act No. 94 of 1990); and
- (b) deposit therein all money received in terms of subsection (1).

Financial management

25.(1) The Chief Executive Officer must cause full and proper books of account and all the necessary records in relation thereto to be kept.

(2) The Chief Executive Officer must ensure that the Liquor Authority's annual budgets, corporate plans, annual reports and audited financial statements are prepared and submitted in accordance with the Public Finance Management Act.

(3) The Chief Executive Officer must, within three months before the end of each financial year, submit to the Liquor Authority for approval –

- (a) a business plan for the Liquor Authority, containing measurable objectives; and
- (b) a statement of the estimated income and expenditure of the Liquor Authority, in respect of the following three financial years.

(4) In any financial year the Chief Executive Officer may submit to the Liquor Authority for approval adjusted or supplementary statements of the estimated income and expenditure of the Liquor Authority for that financial year.

(5) The Liquor Authority may not enter into any financial commitment beyond its approved budget and its accumulated reserves.

(6) Where the Liquor Authority acts contrary to the provisions of subsection (5), the Chief Executive Officer must, within a reasonable time, inform the responsible Member.

Audit and annual report

26.(1) The Auditor-General must audit the financial statements of the Liquor Authority.

(2) The Chief Executive Officer must –

- (a) on behalf of the Liquor Authority table a report on the activities of the Liquor Authority during a financial year, in the Provincial Legislature, within five months after the end of that financial year; and
- (b) within five months after the report has been tabled, a delegation consisting of the chairperson of the Liquor Authority and at least two other members of the Liquor Authority must brief the relevant Portfolio Committee on the annual report.

(3) The report must –

- (a) include a balance sheet and a statement of income and expenditure certified by the Auditor-General;
- (b) state the extent to which the Liquor Authority has achieved or advanced its objects referred to in section 2 and the measurable objectives as set out in its business plan during the financial year concerned; and
- (c) contain relevant performance information regarding the economic, efficient and effective application of resources and specifically a comparison between planned and actual performance indicators as set out in that business plan.

CHAPTER 5

LIQUOR LICENSING OFFICER

Designation of liquor licensing officer

27. The responsible Member must, for the area of a district municipality in the Province, by notice in the *Gazette*, designate a liquor licensing officer.

Functions of liquor licensing officer

28.(1) A liquor licensing officer must receive all applications for licences made in terms of section 33, in accordance with the provisions of sections 34 to 38.

(2) Upon receipt of the applications contemplated in subsection (1), a liquor licensing officer must –

- (a)** endorse on each application the date of receipt;
- (b)** compile a list of applicants and retain and maintain the list as part of the report register contemplated in section 20(1)(b); and
- (c)** examine and verify that the application is in order to determine whether it is complete.

(3) If a liquor licensing officer determines that the application is incomplete, he or she must within a reasonable period issue a notice in the prescribed form, calling on the applicant to supplement or remedy the incomplete application within 14 days.

(4) Once the verification process contemplated in subsection (2)(c) is complete, a liquor licensing officer must forward the application, to the Liquor Authority.

(5) A liquor licensing officer must advise the Liquor Authority or furnish a report to the Liquor Authority on any matter referred to him or her by the Liquor Authority for consideration and arising from the application of this Act, within a prescribed period of not more than 14 days.

(6) A liquor licensing officer must perform such other functions as may be assigned to him or her in terms of this Act.

Criteria for designation as liquor licensing officer

29. A person may not be appointed as a liquor licensing officer if that person –

- (a) is not a South African citizen and resident in the Province;
- (b) is an unrehabilitated insolvent;
- (c) is subject to an order of a court declaring such person to be mentally ill or disordered;
- (d) has at any time been convicted of any offence involving dishonesty: provided that a disqualification in terms of this subsection ends three years after the sentence has been served;
- (e) has at any time been removed from an office of trust on account of misconduct; or
- (f) has a direct or indirect financial interest in the liquor industry, or whose spouse, life partner or close relative has a direct or indirect financial interest in the liquor industry, where such relationship in the opinion of the responsible Member constitutes a conflict or potential conflict of interest.

**CHAPTER 6
LICENSING PROCEDURE**

***Part 1
General***

Compulsory licensing

30.(1) No person may sell liquor for retail or micro-manufacture liquor or methylated spirits unless that person is licensed in terms of this Act.

(2) Any person who contravenes subsection (1), commits an offence.

Categories of licences and permits

31.(1) An application for a liquor licence or permit in terms of this Act may be made in respect of the following categories –

- (a) a licence for the retail sale of liquor for consumption on the premises where the liquor is sold, namely –

- (i) an accommodation liquor licence;
 - (ii) a restaurant liquor licence;
 - (iii) a club liquor licence;
 - (iv) a nightclub liquor licence;
 - (v) a gaming premises liquor licence
 - (vi) a sports ground liquor licence;
 - (vii) a pub liquor licence;
 - (viii) a tavern liquor licence;
 - (ix) a theatre liquor licence; and
 - (x) vessel, boat/ship liquor licence.
- (b) a licence for the retail sale of liquor for consumption off the premises where the liquor is sold, namely –
- (i) a liquor store licence;
 - (ii) a grocers' wine licence;
- (c) a special events permit for specified events for the retail sale of liquor for consumption on the premises where liquor is sold;
- (d) a licence for the micro-manufacture and retail sale of such manufactured liquor for consumption on and off liquor where liquor is sold;
- (e) a licence for the micro-manufacture and retail sale of traditional African beer for consumption on and off the premises where such traditional African beer is sold;
- (f) a special liquor licence for the retail sale of liquor for consumption on and off the premises where liquor is sold

(2) a special events permit contemplated in subsection (1)(c) is only valid for a period stipulated in such permit ;

(3) a licence contemplated under subsection (1)(a)(vi) does not apply to a person who rents or owns either a hospitality suite or establishes a temporary media centre, fanpark or public viewing area within the parameters of the licensed sports ground.

Disqualification

32.(1) No person may be issued with a licence or permit if he or she –

- (a) is a minor on the date of submitting the application for a licence or permit;
- (b) is committed in terms of the Mental Health Act, 1973 (Act No. 18 of 1973), or the Mental Health Care Act, 2002 (Act No. 17 of 2002), as the case may be;
- (c) is an un-rehabilitated insolvent;
- (d) has in the preceding 10 years been sentenced for any offence to imprisonment without the option of a fine, unless the Board of the Liquor Authority is of the opinion that the offence is of such a nature that the offence does not render the applicant unsuitable to hold a licence or permit or unless the sentence has been set aside by a competent court or such a person has received a grant of amnesty or a free pardon;
- (e) has been convicted of a contravention of the Liquor Act, 1989 (Act No. 27 of 1989), within the three years immediately preceding the commencement of this Act;
- (f) has been convicted of an offence in terms of this Act: Provided that the person convicted will be disqualified from obtaining a licence or permit in the case of –
 - (i) a first offence, for a period of one year;
 - (ii) a second offence, for a period of two years; and
 - (iii) a third or subsequent offence, for a period of three years, calculated from the date of the sentence; or
- (g) has had his or her licence or permit cancelled in terms of this Act within a period of three years immediately preceding the lodgement of an application.

(2) No company, close corporation, co-operative, association, partnership or trust may be issued with a licence or permit if a person who is in terms of subsection (1) disqualified from being registered –

- (a) has a controlling interest in that company, close corporation, cooperative, association or trust;
 - (b) is a partner in that partnership; or
 - (c) is the main beneficiary under that trust,
- as the case may be.

Part 2

Applications for licences for the retail sale of liquor for consumption on and off the premises

Applications

33.(1) A person who wishes to apply for a liquor licence in respect of the categories listed under section 31(a) or (b) must –

- (a) lodge an application with the Liquor Authority in the prescribed manner and on the prescribed days; and
- (b) pay the prescribed application fee in the prescribed manner.

(2) The application must include and be accompanied by –

- (a) the physical address of the premises where the business will be conducted or a description of the location of the premises in terms of identifiable landmarks;
- (b) a detailed written motivation in support of the licence application;
- (c) the required particulars of the applicant;
- (d) the category in respect of which licensing is being sought;
- (e) in relation to the premises in respect of which licensing is being sought, the prescribed details in respect of the premises, including a detailed sketch plan of the premises;
- (f) proof of application for or proof of business or trading licence issued by the relevant municipality in terms of any law or by-law to enable the applicant to trade in the manner contemplated, where applicable;
- (g) a certificate issued by the South African Police Service indicating the criminal offences of which the applicant has been convicted, if any;
- (h) tax clearance certificate issued by South African Revenue Service indicating whether the applicant is registered as a taxpayer, and whether any taxes are outstanding
- (i) proof of lawful occupation of the premises, in the form of a title deed or a lease agreement in the name of the applicant or a permission to occupy the premises issued in favour of the applicant by the relevant authority, where applicable; and
- (j) a written consent from the owner of the premises or the relevant authority for the applicant to conduct the intended business from the premises concerned, where applicable.

(3) The Chief Executive Officer must –

- (a) receive all applications from the liquor licensing officer;

- (b) endorse on each application the date of receipt;
- (c) compile a list of applications and retain and maintain the list as part of the report register contemplated in section 20(1)(b); and
- (d) on receipt of an application, examine the application in order to determine whether it is complete.

(4) If the Chief Executive Officer determines that the application is incomplete, he or she must within 14 days issue a notice in the prescribed form, calling on the applicant to supplement or remedy the incomplete application within 14 days.

Notice of application

34.(1) The liquor licensing officer must notify the applicant within 7 (seven) days that the applicant must give notice of the application in a prescribed form as follows –

- (i) display a notice in the prescribed form and size in a prominent place at the proposed premises, so that it is visible to passers-by; and
- (ii) if the premises are in a residential area, serve notice of the application in the prescribed form on a member of a household over the age of sixteen years of each of the households occupying residences within a radius of 100 metres of the proposed premises;
- (c) the applicant must, simultaneously with publication of the application in the newspaper, deliver a copy of the application to the offices of the Station Commissioner of the South African Police Service in whose area of jurisdiction the proposed premises are or will be located; and
- (d) the applicant must submit proof of compliance within seven days from date of publication and notification to the liquor licensing officer.

(2) The notice in terms of subsection (1) (b) (ii) must remain in place for a period of 21 days from the date of display of the notice.

(3) The notices referred to in subsection (1)(b) must state that –

- (a) the application will be open for inspection at the offices of the relevant liquor licensing officer and the office of the relevant Station Commissioner of the South African Police Service for a period of 21 days from the date of publication of the

notice in the newspaper as contemplated in subsection (1)(b)(i); and
(b) any interested person may object to or make representations for or against the granting or refusal of the application to the relevant liquor licensing officer within the 21 day period.

(4) The relevant liquor licensing officer and Station Commissioner must, within the period of 21 days, allow any person to inspect and copy the application upon payment of the prescribed fee.

Objections and representations

35.(1) A person who has an interest in the granting or refusal of the application may, within the period referred to in section 34(3)(b) and in writing, object to or make representations for or against the granting or refusal of the application.

(2) The person making objections or representations must –

- (a) serve a copy thereof to the liquor licensing officer and to the applicant or his or her representative; and
- (b) submit proof of service to the applicant to the liquor licensing officer.

(3) The person making representations or objections must set out the following –

- (a) his or her full name and address;
- (b) his or identity number or, if a company or close corporation, its registration number;
- (c) if applicable, the name or address of his or her representative;
- (d) the nature of his or her interest in the granting or refusal of the application; and
- (e) comprehensive grounds for the objection to, or support of, the application.

(4) The applicant may, within seven days of receipt of an objection or representations, submit a written response to the liquor licensing officer.

Non-compliance with notification and publication

36.(1) The liquor licensing officer must –

- (a) examine the application within a reasonable time from the expiry of the 21 day period referred to in section 34(3), to determine whether the applicant has complied with the provisions of section 34; and
- (b) where such provisions have not been complied with, issue a notice to the applicant within a reasonable time to ensure compliance within 14 days.

(2) If the applicant fails to comply with the notice referred to in subsection (1) (b), the liquor licensing officer must decline the application and inform the applicant and the Chief Executive Officer accordingly.

Inspections

37.(1) On expiry of the periods referred to in section 35(1) and (4), the liquor licensing officer must direct an inspector as contemplated in section 73(1)(a) to carry out an inspection to determine –

- (a) the physical address or description of the location of the premises;
- (b) the proximity of other licensed premises within residential areas, schools and religious institutions to the proposed premises; and
- (c) the details referred to in section 33(2)(e).

(2) The inspector must conduct the inspection and submit a report in the prescribed form to the liquor licensing officer within 14 days.

Processing of application by liquor licensing officer

38.(1) On receipt of the report from the inspector referred to in section 37(2), the liquor licensing officer must process the application, taking into account the following –

- (a) the application form and all accompanying documents;
- (b) the inspection report referred to in section 37(2);
- (c) any written objections or representations received and any response thereto;
- (d) the criteria referred to in section 40(5) and (6); and
- (e) any other matter which, in the opinion of the liquor licensing officer, should be taken into consideration.

(2) After consideration of the application, the liquor licensing officer must within a period of 14 days –

- (a) submit a report to the Liquor Authority, accompanied by copies of all documentation received by it; and
- (b) in its report, make a recommendation to the Board of the Liquor Authority either to grant or refuse the application, subject to such terms and conditions it may deem appropriate.

Objection hearings

39.(1) Where the liquor licensing officer has received objections or representations in relation to an application, the Board of the Liquor Authority must, before considering an application, hold an objection hearing.

(2) The Board of the Liquor Authority must –

- (a) determine the date, time and place of the hearing; and
- (b) publish details thereof in the manner prescribed.

(3) At the hearing contemplated in subsection (1) –

- (a) the applicant must be afforded an opportunity to be heard;
- (b) any interested person may make oral or written representations; and
- (c) the applicant and each such person may be assisted or represented by any person of his or her choice.

(4) The Board of the Liquor Authority may, for the purpose of dealing with any matter before it at an objection hearing –

- (a) by written notice delivered in the manner prescribed, require any person to appear before it to give evidence or to produce any book, plan or other document or article in his or her possession or under his or her control;
- (b) call upon any person present in or at the place where such matter is dealt with by the Board of the Liquor Authority, to appear before it to give evidence or to produce any book, plan or other document or article which such person may at the time have in his or her possession;

- (c) question any person appearing before it;
- (d) refuse to hear a person appearing before it who refuses to be sworn in or to be affirmed; and
- (e) not hear any matter which is frivolous or vexatious, or which it does not have authority to hear as provided for in this Act.

(5) An objection hearing must be –

- (a) held in the manner prescribed; and
- (b) open to the public.

(6) The Chairperson or Deputy Chairperson of the Board of the Liquor Authority presiding over the objection hearing at which a person appears as a witness must administer an oath or affirmation to the witness.

Consideration of applications by Board of Liquor Authority

40.(1) The Liquor Authority must within 14 days of receipt of the application from the liquor licensing officer or, where an objection hearing was held in terms of section 44, within 14 days of conclusion of the hearing, consider the application.

(2) In considering the application, the Board of the Liquor Authority must consider all documents submitted, including the report and recommendations of the liquor licensing officer and any other matter which, in the opinion of the Board of the Liquor Authority, may be relevant.

(3) The Board of the Liquor Authority may, if considered necessary –

- (a) carry out an inspection of the premises; and
- (b) call upon the services of experts or other service providers as contemplated in section 18.

(4) After having considered an application, the Board of the Liquor Authority may –

- (a) grant the application, subject to –
 - (i) such terms and conditions it may deem fit;
 - (ii) such trading days and hours it may determine in accordance with section

70; and

(iii) in relation to premises not yet complete or that require structural alteration so as to make the premises suitable, such conditions relating to the completion or alteration of the premises as the Board of the Liquor Authority may deem fit, within a time period stipulated; or

(b) refuse the application.

(5) Before granting an application, the Board of the Liquor Authority must satisfy itself that –

(a) the granting of the application will be in the public interest;

(b) the applicant is not disqualified from holding a licence in terms of this Act;

(c) the premises upon which the sale or consumption of liquor will take place are or will upon completion be suitable for use by the applicant for the purposes of the licence; and

(d) the use of the proposed premises for the proposed activity would not be contrary to existing zoning laws or land use rights.

(6) In determining whether the application will be in the public interest as contemplated in subsection (5)(a), the Board of the Liquor Authority must consider, without detracting from the generality thereof, –

(a) the prejudice or harm, or potential prejudice or harm, of the proposed licence to or on residents, property owners, other businesses, property values, schools and religious institutions and established liquor outlets within a radius of 500 metres surrounding the proposed premises or in close proximity thereto; and

(b) the extent to which the proposed licence will contribute to, or detract from, the achievement of the objects of the Act, including the extent to which the proposed licence –

(i) will or is likely to impact on the socio-economic rights of society, including the prevalence of crime, and the costs of alcohol abuse;

(ii) will facilitate the entry of new participants and diversity in the liquor industry; and

(iii) will contribute to the fostering of an ethos of social responsibility in the liquor industry.

Conditional approvals

41.(1) The Board of the Liquor Authority may, when granting an application as contemplated in section 40(4)(a)(iii), direct in writing that the licence may not be issued until the applicant complies with such conditions as the Board of the Liquor Authority may deem appropriate to impose.

(2) The Liquor Authority may at any time, upon application by the applicant in the prescribed manner –

- (a) amend or withdraw the conditions;
- (b) extend the time period for such periods as may be prescribed; or
- (c) grant an amendment of the plan of the premises.

(3) If the applicant fails to comply with the conditions contemplated in subsections (1) and (2) within such period as the Liquor Authority may determine from the date of granting of the application, the granting of the licence will lapse and the licence will be deemed not to have been granted.

(4) If the Liquor Authority is satisfied that the applicant has complied with the conditions, it must grant the issue of the licence.

Special conditions

42.(1) The holder of a licence for the retail sale of liquor for consumption on the premises must ensure that liquor sold is consumed on the licensed premises and is not removed from such premises.

(2) The holder of a licence for the retail sale of liquor for consumption off the premises must ensure that –

- (a) a container containing liquor is not opened on the premises except for tasting purposes as granted by the Liquor Authority; and
- (b) liquor is not consumed on the licensed premises except for tasting purposes as granted by the Liquor Authority.

(3) The holder of a grocers' wine licence may not sell liquor other than wine.

(4) A licensed person may not lease the licence to any person or allow any person to carry on business in terms of the licence.

(5) The holder of a theatre liquor licence –

(a) may not sell liquor to a person who has not been granted access to a performance, play, concert, show or film on the premises; and

(b) may only sell liquor on those days at which a performance, play, concert, show or film is presented or shown at the premises.

(6) The holder of a tavern liquor licence must ensure that the licensed premises are separate from any other dwelling, especially a residential dwelling, and if attached to a dwelling, it must be separated by means of walls and securable doors.

(7) A gaming premises liquor licence remains valid only for the duration of the gambling licence issued to the premises.

(8) The holder of a sports ground liquor licence may only sell liquor on those days on which sports meetings, games or recreational activities are held on the sports ground concerned.

(9) The holder of a club liquor licence may not sell liquor to a member's guest for his or her consumption, unless the member has entered his or her name and the name of the guest in the records of the club.

(10) Any person who fails to comply with subsections (1) to (9) commits an offence.

Communication of decision

43.(1) Within seven days of the Board of the Liquor Authority having made a decision on an application, the Chief Executive Officer must communicate the decision in writing –

(a) to the applicant and, where the application has been granted subject to conditions or has been refused, provide reasons for the decision; and

(b) to any person who objected to or made representations in the manner prescribed, where the application has been granted.

(2) The Chief Executive Officer must simultaneously inform the applicant that the licence will be issued upon payment of the prescribed fee.

Part 3
Applications for a special events permit

Applications

44.(1) Any person who intends to engage in the retail sale of liquor at a special event for consumption on the premises, must –

- (a) lodge an application for a special events permit with the Liquor Authority, in the prescribed manner, not less than 14 days prior to the date of the event; and
- (b) pay the prescribed application fee in the prescribed manner.

(2) The Liquor Authority may dispense with the prescribed period contemplated in subsection (1)(a) if such a period places an unfair burden on the applicant.

(3) The application must –

- (a) specify the following particulars –
 - (i) the physical address of the premises where the special event will take place or a description of the location of the premises in terms of identifiable landmarks;
 - (ii) a detailed written motivation in support of the application;
 - (iii) the required particulars of the applicant; and
- (b) be accompanied by a letter from the organizer of the special event consenting to the issue of a special events permit to the applicant for that event.

(4) The Chief Executive Officer must –

- (a) receive all such applications;
- (b) endorse on each such application the date of receipt;
- (c) compile a list of the applicants and retain and maintain the list as part of the report register contemplated in section 20(1)(b); and
- (d) on receipt of the application, examine the application in order to determine

whether it is complete.

(5) If the Chief Executive Officer determines that the application is incomplete, he or she must notify the applicant in writing and call upon the applicant to supplement or remedy the incomplete application within five days.

Consideration of applications by Board of Liquor Authority

45.(1) On receipt of a complete application for a special events permit, the Liquor Authority must –

- (a) consider the application; and
- (b) in doing so, consider all documents submitted in support of the application.

(2) The Liquor Authority may –

- (a) grant the application, subject to such conditions as it deems appropriate; or
- (b) refuse the application.

(3) Before granting an application, the Liquor Authority must be satisfied that the retail sale of liquor for consumption on the premises concerned is not the principal business of the applicant and is incidental to the special event.

(4) An applicant whose application for a special events permit is successful may only sell liquor –

- (a) for consumption on the premises where the special event is held; and
- (b) at the place where, and during the times when, the special event is held, as set out in the application for a special events permit.

(5) A holder of a special events permit may not lease, sell, cede or in any other way transfer the permit to any other person or allow any other person to carry on business in terms of the permit.

(6) Any person who –

- (a) sells liquor at a special event without being in possession of a special events permit issued for that event;

(b) is the holder of a special events permit and fails to comply with the conditions imposed by the Liquor Authority as contemplated under subsection (2)(a), or fails to comply with subsection (4); or

(c) contravenes subsection (5),
commits an offence.

Communication of decision

46. Once the Liquor Authority has made a decision on an application for a special events permit, the Chief Executive Officer must communicate the decision to the applicant and, where applicable, inform the applicant that the permit will be issued upon payment of the prescribed fee.

Part 4

Applications for a micro-manufacturer's licence

Applications

47.(1) Any person who intends to engage in the micro-manufacturing of liquor or methylated spirits must –

- (a) apply to the Liquor Authority in the prescribed manner and form, and upon payment of the prescribed fee, for a licence to micro-manufacture liquor or methylated spirit; and
- (c) indicate clearly in the application the extent to which the person wishes to distribute liquor or methylated spirits.

(2) The application contemplated in subsection (1) must include and be accompanied by–

- (a) the physical address of the premises where the business will be conducted or a description of the location of the premises in terms of identifiable landmarks;
- (b) the required particulars of the applicant;
- (c) In relation to the premises in respect of which licensing is being sought, the prescribed details in respect of the premises, including a detailed sketch plan of the premises showing the rooms, services, buildings, construction material and other pertinent information together with photographs of the external and internal

features of the premises;

(d) proof of a business or trading licence issued by the relevant municipality in terms of any law or bylaw to enable the applicant to trade in the manner contemplated, where applicable;

(e) a certificate issued by the South African Police Service indicating the criminal offences of which the applicant has been convicted, if any;

(f) a certificate issued by South African Revenue Service indicating whether the applicant is registered for Value Added Tax or is otherwise registered as a taxpayer, and whether any taxes are outstanding;

(g) proof of lawful occupation of the premises, in the form of a title deed or a lease agreement in the name of the applicant or a permission to occupy the premises issued in favour of the applicant by the relevant authority, where applicable; and

(h) a written consent from the owner of the premises or the relevant authority for the applicant to micro-manufacture liquor from the premises concerned, where applicable.

(3) The Chief Executive Officer must –

(a) receive all such applications directly from the applicants or from the local officers;

(b) endorse on each such application the date of receipt;

(c) compile a list of applicants and retain and maintain the list as part of the report register contemplated in section 20(1)(b); and

(d) on receipt of the application, examine the application in order to determine whether it is complete.

(4) If the Chief Executive Officer determines that the application contemplated in section 47(1) is incomplete, he or she must within a reasonable period issue a notice in the prescribed form, calling on the applicant to supplement or remedy the incomplete application within 14 days.

Inspections

48.(1) The Chief Executive Officer must within 14 days of receipt of a complete

application contemplated in section 47(1), request an inspector to inspect the premises to determine the suitability thereof.

(2) An inspector must conduct an inspection contemplated in subsection (1) and verify the following information –

- (a) the physical address or description of the location of the premises as referred to in section 47(2)(a);
- (b) the details referred to in section 47(2)(c); and
- (c) proof of a business or trading licence as contemplated under section 47(2)(d).

(3) The inspector, after having completed the inspection, must submit a report, with recommendations, in the prescribed format to the Liquor Authority within 14 days.

Consideration of applications by Liquor Authority

49.(1) Upon receipt of the report from the inspector referred to in section 48(3), the Liquor Authority must consider the application contemplated in section 47(1).

(2) In considering the application contemplated in section 47(1), the Liquor Authority must consider all the documents submitted, including the report of the inspector referred to in section 48(3).

(3) After having considered the application contemplated in section 47(1), the Liquor Authority may –

- (a) grant the application, subject to –
 - (i) such terms and conditions as it may prescribe; and
 - (ii) in relation to premises not yet complete or that require structural alteration so as to make the premises suitable, such conditions relating to the completion or alteration of the premises as the Liquor Authority may deem fit, within a time period stipulated; or
- (b) refuse the application.

(4) Before granting an application contemplated in section 47(1), the Liquor Authority must be satisfied that –

- (a) the granting of the application is in the public interest;
- (b) the applicant is not disqualified from holding a licence in terms of this Act;
- (c) the premises upon which the micro-manufacture of liquor will take place are or will upon completion be suitable for use by the applicant for the purposes of the licence; and
- (d) the use of the proposed premises for the proposed activity would not be contrary to existing zoning laws or land use rights.

(5) In determining whether the application contemplated in section 47(1) is in the public interest as contemplated in subsection (4)(a), the Liquor Authority must consider, without detracting from the generality thereof –

- (a) the prejudice or harm, or potential prejudice or harm, of the proposed licence to or on residents, property owners, other businesses, property values, schools and religious institutions within a radius of 500 metres surrounding the proposed premises or in close proximity thereto; and
- (b) the extent to which the proposed licence will contribute to, or detract from, the achievement of the objects of the Act, including the extent to which the proposed licence –
 - (i) will or is likely to impact on the incidence, socio-economic effects, including the prevalence of crime, and the costs of alcohol abuse;
 - (ii) will facilitate the entry of new participants and diversity in the industry; and
 - (iii) will contribute to the fostering of an ethos of social responsibility in the industry.

Conditional approvals

50.(1) The Liquor Authority may, when granting an application as contemplated in section 49(3)(a)(ii), direct that the licence may not be issued until the applicant complies with such conditions as the Liquor Authority may deem appropriate.

(2) The Liquor Authority may at any time, upon application by the applicant –

- (a) amend or withdraw the conditions;
- (b) extend the time period stipulated; or

(c) grant an amendment of the plan of the premises.

(3) If the applicant fails to comply with the conditions referred to in subsection (1) or (2) within such period as the Liquor Authority may determine, the granting of the licence will lapse and the licence will be deemed not to have been granted.

(4) If the Liquor Authority is satisfied that the applicant has complied with the conditions stipulated, it must grant the issue of the licence.

Communication of decision

51.(1) Within seven days of the Liquor Authority having made a decision on an application, the Chief Executive Officer must communicate the decision in writing to the applicant, and where the application has been granted subject to conditions or has been refused, provide reasons for the decision.

(2) The Chief Executive Officer must simultaneously inform the applicant that the licence will be issued upon payment of the prescribed fee.

Special conditions

52.(1) Subject to the conditions of a licence, a micro-manufacturer must –

(a) manufacture liquor in volumes not exceeding the prescribed threshold volume determined in terms of section 4(10) of the Liquor Act;

(b) distribute the liquor that it has manufactured to –

(i) another manufacturer or to a distributor;

(ii) to a retail seller if, and to the extent, permitted by the licence.

(2) A micro-manufacturer may hold more than one category of licence referred to in section 36.

(3) A micro-manufacturer must sell or distribute liquor only to a licensed person.

(4) For purpose of subsection (3), a "licensed person" includes a person to whom a

licence has been issued in terms of –

- (a) this Act;
- (b) the Liquor Act; or
- (c) any other applicable legislation.

(5) A micro-manufacturer may not lease the licence to another person or allow another person to carry on business in terms of the licence.

(6) Any person who fails to comply with subsections (1), (3) and (5) commits an offence.

Part 5 Appeals

Appeals against decisions of Liquor Authority

53.(1) A person affected by a decision taken by the Liquor Authority and who wishes to appeal against the decision, must lodge a notice of intention to appeal with the responsible Member within 10 days after that person has been notified of the decision.

(2) The appeal under sub-section (1) must be noted and must be dealt with in the manner prescribed and upon payment of a prescribed fee;

(3) The appellant must serve on each person and interested and affected party in relation to the application, a copy of the notice referred to in subsection (1)

(4) The responsible Member may, in writing and on good cause, extend the period within which a notice of intention to appeal must be submitted.

(5) An appeal contemplated in subsection (1) must be in writing and accompanied by –

- (a) a statement setting out the grounds of appeal;
- (b) prescribed appeal fee proof of payment; and
- (b) supporting documentation which is referred to in the appeal and which is not in the possession of the responsible Member.

(5) An appeal must be submitted to the responsible Member within 30 days of the lodging of the notice of intention to appeal referred to in subsection (1).

(6) The responsible Member may consider and decide an appeal lodged in terms of subsection (1) or appoint an appeal panel to consider and advise the responsible Member on the appeal;

(7) When the responsible Member has reached a decision on an appeal, the appellant must be notified in writing, of the decision and the extent to which the decision appealed against is upheld or overturned.

(8) The responsible Member may after considering such an appeal, confirm, set aside or vary the decision, condition or directive or make any other appropriate decision, including a decision that the prescribed fee paid by the appellant, or any part thereof, be refunded;

(9) An appeal under this section does not suspend the Liquor Authority decision, condition, unless otherwise directed by the responsible Member.

(10) The powers vested in the responsible Member in terms of this section may be delegated to any *ad hoc* or permanent Appeals Authority appointed by the responsible Member, in a prescribed manner.

Part 6 Licencing

Licence certificate or permit

54.(1) The Chief Executive Officer must, after a licence or permit has been granted by the Liquor Authority and after having received payment of the prescribed licence or permit fee –

(a) issue a licence certificate or permit in the applicant's name in the prescribed form, which must include –

- (i) a licence or permit number;
- (ii) the date on which the applicant's name was entered in the register;
- (iii) the premises in respect of which a licence or permit has been granted, if applicable;
- (iv) the terms and conditions upon which the licence or permit was

- granted, including the trading days and trading hours; and
- (v) the category of licence or permit; and
- (b) send the licence certificate or permit to the applicant.

(2) The licence or permit of any licensed person takes effect on the date on which the licence certificate or permit is issued and remains in effect until –

- (a) the licence or permit is cancelled in terms of this Act; or
- (b) the licensed person is –
 - (i) deceased;
 - (ii) finally sequestrated or finally wound up, as the case may be;
 - (iii) dissolved or deregistered, as the case may be; or
 - (iv) no longer trading,

subject to the provisions of section 65.

Effects of licensing

55.(1) The licence certificate or permit issued to a person or a duly certified copy thereof, is sufficient proof that the person –

- (a) has met all the requirements for a valid licence or permit to have been granted; and
- (b) has been licensed or permitted in terms of this Act.

(2) A licensed person must –

- (a) reflect his, her or its licensed status and licence or permit number on all of that person's Departmental correspondence
- (b) display a certified copy of the licence certificate or permit at any fixed premises in respect of such licensing, including a certified copy of the terms and conditions applicable to the licence or permit; and
- (c) display a certified copy of proof of payment of the annual fee.

(3) Upon the issue of a licence or permit the licensed person is permitted to commence trade forthwith.

(4) A licensed person must for the duration of the licence or permit show a clear and

continuous commitment to the social responsibility programme as contemplated in section 4(b).

(5) Any person who fails to comply with the provisions of subsection (2)(a)(b) and (c) commits an offence.

Annual fee

56.(1) All licensed persons must pay the prescribed annual fee in respect of each licence issued to such licensed persons, on or before the prescribed date.

(2) Should a licensed person fail to pay the annual fee for a particular licence on or before the due date –

- (a) the licence will immediately become suspended;
- (b) the licensed person must forthwith cease trading in terms of that licence; and
- (c) the annual fee will attract a penalty calculated in accordance with the provisions of subsection (4).

(3) Upon receipt by the Liquor Authority of the late payment of the annual fee together with the penalty referred to in subsection (2)(c), the suspension on that licence will immediately be lifted and the licensed person may forthwith continue trading.

(4) The penalty for each month, or part of each month that the annual fee is overdue, will be an amount equal to the prescribed annual fee, subject to a maximum penalty of six times the annual fee.

(5) If the annual fee, together with the penalty referred to in subsection (4), is not paid during the seventh month after the annual fee is due, the Liquor Authority must instruct the Chief Executive Officer to, subject to the relevant provisions of the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000), –

- (a) cancel the licence in question;
- (b) endorse the register accordingly; and
- (c) notify the licensed person in writing of the cancellation, the reasons for the cancellation and the date of the cancellation.

(6) If a licence certificate has been cancelled in terms of subsection (5), all the rights, benefits and allowances accruing therefrom lapse immediately.

Cancellation of licence on grounds of disqualification

57.(1) If a licensed person becomes disqualified or otherwise incompetent in terms of this Act, the Liquor Authority must instruct the Chief Executive Officer to –

- (a) cancel the person's licence certificate or permit;
- (b) notify the person in writing of the cancellation, the reasons therefor and the date on which the licence or permit was cancelled; and
- (c) amend the register accordingly.

(2) For the purposes of subsection (1), cancellation takes effect on the date on which the licence certificate or permit is cancelled by the Chief Executive Officer.

(3) When a licence certificate or permit has been cancelled in terms of subsection (1), all the rights, benefits and allowances accruing therefrom lapse immediately.

Cancellation of licence due to non-trading

58.(1) The Liquor Authority may, on application by an interested person in the prescribed manner, cancel a licence where the Liquor Authority is satisfied that the licence holder has not been trading in the manner contemplated by the licence for a continuous period of 12 months.

(2) The procedure to be followed once an application referred to in subsection (1) has been received must be prescribed by the responsible Member.

(3) Once a licence has been cancelled by the Liquor Authority, the Chief Executive Officer must amend the register and notify the licence holder in writing accordingly.

(4) Cancellation of a licence as contemplated in subsection (1) takes effect on the date on which the licence certificate is cancelled by the Registrar.

(5) When a licence has been cancelled in terms of subsection (1), all rights, benefits and allowances accruing therefrom lapse immediately.

Part 7

Voluntary surrender, death or incapacity of the licence or permit holder and transfer of financial interests

Voluntary surrender of liquor licence and winding-up or dissolution

59.(1) A licensed person may surrender his, her or its liquor licence or permit voluntarily by sending the Liquor Authority a notice in writing –

- (a) stating the person's intention and reasons for the voluntary surrender; and
- (b) specifying a date, at least 60 days after the date of the notice, on which the surrender is to take effect.

(2) If a licensed person or permit holder is sequestrated or wound up or ceases to trade as a licensed person, that person must within 30 days of the sequestration, winding-up or cessation of trade, send to the Liquor Authority a written notice –

- (a) stating that fact; and
- (b) containing certified copies of all relevant documents confirming the sequestration, winding-up or cessation of trade.

(3) Upon receiving a notice referred to in subsection (1) and (2), the Board of the Liquor Authority must instruct the Chief Executive Officer to –

- (a) cancel the licence certificate or permit of the person or endorse the transfer of the person's licence certificate or permit to the relevant administrator, with effect from the date specified in the notice;
- (b) amend the register accordingly; and
- (c) notify the person and the relevant administrator, if any, in writing of the date on which cancellation or transfer to the administrator was effected in the register.

Death or incapacity of certain licensed persons or permit holders

60.(1) If a licensed person or permit holder dies, is sequestrated, placed in liquidation or

under judicial management, or is declared by a court to be incapable of handling his or her own affairs –

(a) the relevant administrator must, subject to the law regarding deceased estates, insolvency, judicial management or mental health, as from the date of his or her appointment as such, for all purposes become the licensed person or permit holder; and

(b) the relevant administrator may, for the purposes of the administration or management of the estate concerned, conduct the business to which the licence or permit relates.

(2)(a) The Liquor Authority may –

(i) on application by any person; and

(ii) if satisfied that every person who has a financial interest in the business referred to in subsection (1) has been given reasonable notice of the application, appoint any person who is not disqualified or otherwise incompetent in terms of this Act to hold the relevant licence or permit, to conduct the business until the appointment of the relevant administrator.

(b) Subject to the appointment of the relevant administrator, a person appointed in terms of paragraph (a) is, subject to the law regarding deceased estates, insolvency, judicial management or mental health, for the period of his or her appointment regarded as the licensed person or permit holder.

(3) If the only member of a company or close corporation which is a licensed person or permit holder dies, is sequestered, liquidated or placed under judicial management, or is declared by a court to be incapable of handling his or her own affairs, subsections (1) and (2) apply with the necessary changes.

Transfer of financial interest

61.(1) A licensed person may not transfer to any other person a financial interest in the business to which the licence relates, unless the Liquor Authority has, on application by the licensed person made in the prescribed manner, granted consent that the other person may procure that interest in that business.

(2) The Liquor Authority must grant consent under subsection (1) except if the person who is the subject of the application is disqualified in terms of this Act to be licensed.

Part 8
Payment into Provincial Revenue Fund

Payment of fees into Provincial Revenue Fund

62. All prescribed fees received by the Liquor Authority in terms of this Act must be paid into the Provincial Revenue Fund.

CHAPTER 7
PROVISIONS APPLICABLE TO LICENSED PERSONS

Delivery of liquor

63.(1) A holder of a licence for the retail sale of liquor for consumption off the premises where liquor is sold may not –

(a) deliver liquor from a vehicle unless –

- (i) the liquor was ordered from the licensed premises before the dispatch of the liquor; and
- (ii) an invoice or delivery note was issued, the original of which was retained on the licensed premises; and

(b) deliver liquor –

- (i) to an address other than the address shown on the invoice or delivery note referred to in paragraph (a)(ii); and
- (ii) without retaining a copy of the invoice or delivery note in the delivery vehicle from the time of dispatch to the time of delivery of the liquor.

(2) A person may not accept delivery of liquor purchased from a supplier unaccompanied by an invoice or delivery note describing the name, address and licence number of the supplier as well as the nature, quantity and purchase price of the liquor supplied.

(3) Any person who fails to comply with subsections (1) and (2) commits an offence.

Alteration of licensed premises or nature of business

- 64.(1)** A licensed person may not, except with the prior consent of the Liquor Authority –
- (a) materially change the nature of the business in respect of which the licence was granted from that described in the application considered by the Liquor Authority when granting the licence; or
 - (b) carry out any structural alteration, addition, reconstruction or extension of, or to, the licensed premises.

- (2) Any person who fails to comply with subsection (1) commits an offence..

Storage of Liquor

- 65.(1)** A licensed person or permit holder must store his or her liquor on the licensed premises or in such other or additional place within the Province as the Liquor Authority may grant.

- (2) The licensed person or permit holder contemplated in subsection (1), may not sell liquor in or from such other or additional place of storage.

- (3) Any person who fails to comply with subsections (1) and (2) commits an offence..

Transfer of licence to another person

- 66.** A licensed person may apply to the Liquor Authority in the prescribed manner for the transfer of that person's licence to another person who is not disqualified in terms of section 32 to be a licensed person.

Transfer of licence from licensed premises to other premises

- 67.** A licensed person may apply to the Liquor Authority in the manner prescribed for the transfer of a licence from the licensed premises to other premises situated in the same district or metropolitan municipality.

Prohibition on sale or supply of liquor to certain persons

68.(1) A person may not –

- (a) sell liquor to a person under the age of 18 years;
- (b) give or supply liquor to a person under the age of 18 years or allow such a person in his or her care or under his or her supervision to consume liquor, except where it is given or supplied in negligible quantities and in the performance of a religious ceremony or service;
- (c) allow a person under the age of 18 years to consume liquor on premises of which he or she is the licensed person or which are under his or her control;
- (d) allow a person under the age of 18 years to be in a part of the licensed premises upon which such a person may not be in terms of this Act, or in terms of a condition of the licence save for persons who are being trained at such licensed premises; or
- (e) sell or supply liquor to any person who is intoxicated, violent, disorderly or under the influence of a drug having a narcotic effect.

(2) A person under the age of 18 years may not –

- (a) obtain or consume liquor in contravention of this Act; or
- (b) mislead any person as to his or her age in order to obtain or consume liquor or to gain access to parts of licensed premises which such person may not enter.

(3) Any person who fails to comply with subsections (1) and (2) commits an offence..

Management of business

69.(1) A business may not operate under a licence in terms of this Act unless –

- (a) it is managed by a natural person who is not disqualified or incompetent in terms of this Act to be a licensed person;
- (b) the natural person contemplated in paragraph (a) is appointed in terms of a written contract of employment to manage and be responsible for that business.

(2) A natural person who is a licensed person may, in terms of a written contract of

employment, appoint another natural person who is not disqualified or incompetent in terms of this Act to be a licensed person, to manage and be responsible for the business to which the said licence relates.

(3) If a licensed person or the only member of a company or close corporation which is a licensed person –

(a) has abandoned the licensed premises without making provision for the conduct

thereon of the business to which the licence relates;

(b) becomes a person who is disqualified or otherwise incompetent in terms of this Act to be a licensed person; or

(c) in the case of a partnership, is dissolved,

the Liquor Authority may, on application by a person who has an interest in the relevant business, appoint any person who is fit to manage and be responsible for that business for a period of not more than 12 months, and a person so appointed is, subject to subsection (4)(b), for the period of his or her appointment regarded as a licensed person.

(4) An appointment in terms of subsection (3) –

(a) is subject to the conditions set out in the appointment by the Liquor Authority;

(b) does not affect any right of a person who has an interest in the business concerned; and

(c) may be withdrawn by the Liquor Authority on good cause.

(5) A person managing and responsible for a business to which a licence relates is subject to the same obligations and liabilities as the relevant licensed person and is required to be at all operating hours of the licensed premises, physically present on the licensed premises.

(6) Subsection (5) must not be interpreted so as to release the licensed person from any obligation or liability to which such person is subject to in law.

Trading days and trading hours

70.(1) A licensed person may sell liquor only on such days and during such trading hours as stipulated in Schedule 3.

(2) The responsible Member may from time to time, by notice in the *Gazette* and subject to the relevant provisions of the Promotion of Administrative Justice Act, 2000 (Act No. 2 of 2000), amend Schedule 3.

(3) Notwithstanding the provisions of subsection (1), an applicant whose licensed premises are within a business area may apply to the Liquor Authority for a permit to exceed the trading days and hours stipulated in Schedule 3 for the particular category of licence.

(4) The provisions of subsection (3) do not apply to the trading days and hours determined by a municipal by-law in respect of the business to which the liquor licence relates.

(5) In determining the trading days and hours, the Board of the Liquor Authority must consider the recommendations of the liquor licensing officer, where applicable.

(6) A holder of a permit may sell liquor only on the days and during the hours stipulated on the permit.

(7) A licensed person or permit holder who sells liquor at a time when the sale of liquor is not permitted by the licence or permit, commits an offence.

Limitations on employers

71.(1) No licensed person may employ any person in or in connection with the sale of liquor who –

- (a) has not attained the age of 16 years; or
- (b) has within the preceding three years been convicted of contravening this Act.

(2) Subsection (1)(a) does not apply to any person of or under the age of 16 years who is undergoing or has undergone training in catering services, and who is employed by

the licensed person as part of his or her training.

(3) An employer may not –

- (a) supply liquor to a person as an inducement to secure his or her employment;
- (b) supply liquor to an employee instead of wages;
- (c) deduct from an employee's wages the cost of liquor supplied to that employee or to any other person on his or her behalf; or
- (d) withhold payment of the wages of that employee pending the repayment of a debt in respect of the sale of liquor.

(4) Any person who fails to comply with subsections (1) and (3) commits an offence.

Place of sale

72.(1) A licensed person may not sell or supply liquor from any place other than the licensed premises.

(2) Any person who fails to comply with subsection (1) commits an offence.

CHAPTER 8 INSPECTORS AND COMPLIANCE

Part 1 Inspectors

Appointment of, and matters related to appointment of Inspectors

73.(1) The responsible Member –

- (a) may appoint any person as an inspector, with either general or specific authority to exercise powers in terms of this Act; and
- (b) must issue to each inspector a certificate in the prescribed form stating that that person has been appointed as an inspector.

(2) The minimum requirements for the appointment contemplated in subsection (1)(a) is a senior certificate.

(3) An inspector appointed in terms of subsection (1)(a) must within three months of such appointment, undergo any requisite training in terms of any applicable national or provincial legislation and must be appointed as a Peace Officer in terms of a notice contemplated in section 334 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).

(4) A certificate issued in terms of subsection (1)(b) is sufficient evidence of the authority of the inspector named on it.

(5) An inspector must, when exercising his or her functions in terms of this Act, upon demand by any person affected by the performance of that function, provide proof of appointment as an inspector.

(6) A person is disqualified from being appointed as an inspector if he or she –

(a) is under the age of 18 years on the date of appointment;

(b) is an unrehabilitated insolvent;

(c)(i) is a person under curatorship;

(ii) is certified under section 9 of the Mental Health Act, 1973 (Act No. 18 of 1973), and has not been discharged from an institution contemplated under such Act; or

(iii) can be conclusively shown to be of unsound mind or suffering from infirmity of body which prevents him or her from the proper execution of his or her duties;

(d) has at any time been removed from an office of trust on account of misconduct involving theft or fraud;

(e) is or has been convicted and sentenced to a term of imprisonment without the option of a fine, except that the responsible Member may, upon a person who is being considered for appointment as an inspector disclosing full details of an offence in an affidavit, condone a conviction: Provided that it is not a conviction for an offence involving murder, culpable homicide involving an assault, rape, robbery, theft, fraud, forgery and uttering, perjury, an offence under the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), the Prevention of Organised Crime Act, 1998 (Act No. 121 of 1998) or the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001), any serious offence involving dishonesty, an offence involving trafficking in scheduled substances

and drugs, an offence relating to proceeds of defined crime as contemplated in the Drugs and Drug Trafficking Act, 1992 (Act No. 140 of 1992), or any offence under this Act or any other similar law: Provided, further, that –

(i) any conviction or sentence imposed by a court beyond the borders of the Republic of South Africa must not be taken into account for the purposes of this paragraph unless at that time such offence would have been an offence if committed within the Republic of South Africa; and

(ii) for the purposes of this paragraph, a person is regarded not to have been convicted and sentenced –

(aa) until any appeal noted or lodged against such conviction or sentence has been heard and judgement given on such appeal;

(bb) until the time permitted by law for the noting or lodgement of any appeal against such conviction or sentence has lapsed without any such appeal being noted or lodged; or

(cc) if he or she has been granted amnesty or a free pardon by the competent authority;

(f) or his or her relative, whether as a director, member, partner or employee –

(i) has or acquires a direct or indirect financial interest in a licence issued in terms of this Act, or in premises used for an activity that must be licensed in terms of this Act; or

(ii) has or acquires an interest in a business or enterprise that may conflict or interfere with the proper performance of the duties of an inspector.

(7) For the purposes of this section, a financial interest does not include an indirect interest held in any fund or investment if the person holding that interest has no control over the investment decisions made in respect of that fund or investment.

(8) The responsible Member may forthwith remove an inspector from his or her duties and take appropriate steps to terminate the services of such inspector, and the Liquor Authority has similar powers in respect of any person who is specially authorised by it to exercise any authority or perform any duty conferred on an inspector by this Act, if such inspector –

(a) is subject to a disqualification contemplated in section 9;

(b) violates his or her position of public trust;

- (c) exceeds his or her powers in terms of this Act;
- (d) is convicted of an offence in terms of this Act; or
- (e) conducts himself or herself, during the course of exercising the functions and powers under this Act, in a manner which discredits the position of an inspector.

(9) An Inspector is in a position of public trust and may not –

- (a) accept any donation, reward or other benefit from or on behalf of any person, a licensee or registrant under this Act or any other person associated with a manufacture or sale of liquor and neither may any such licensee, registrant or person give or offer or intimate that he or she is willing to give or offer any donation, reward or other benefit;
- (b) participate in any gaming or betting activity contemplated in this Act in the Province, except in the performance of his or her duties; and
- (c) solicit or accept employment from a licensee or registrant or an applicant for a licence or registration in terms of this Act within one year after the termination of his or her appointment as an inspector. Provided that an inspector may solicit and accept such employment within such period if –
 - (i) the Liquor Authority has consented thereto in writing, after having satisfied itself that –
 - (aa) exceptional circumstances exist; and
 - (bb) such employment would not frustrate the purpose of this Act;and
 - (ii) the responsible Member has concurred with the Liquor Authority.

Functions of Inspectors

74.(1) An Inspector may –

- (a) investigate complaints submitted to the Liquor Authority, in the prescribed manner and form; and
- (b) subject to this Act or any other law authorizing the inspector to conduct an inspection –
 - (i) monitor and enforce compliance with this Act or that law; and
 - (ii) conduct an inspection under this Act or that law.

(2) Subject to sections 76(2) and 80(1) and (3) and the provisions of any other law, an inspector may –

- (a) question any person present on any premises in respect of any matter which may be relevant to the inspection;
- (b) question any person whom the inspector on reasonable grounds believes may have information relevant to the inspection;
- (c) inspect any document that a person is required to maintain in terms of this Act or any other law or that may be relevant to any liquor related inspection;
- (d) copy the document referred to in paragraph (c), or if necessary, remove the document in order to copy it;
- (e) take samples of any substance that is relevant to the inspection;
- (f) take photographs or make audio-visual recordings of anything or any person, process, action or condition on or regarding any land or premises;
- (g) with the assistance of a police officer from the South African Police Service seize and remove any liquor which in his or her opinion may furnish proof of a contravention of any provision of this Act; and
- (h) do all things necessary for conducting the inspection.

(3) An inspector who removes anything other than a substance contemplated in subsection (2)(e) from premises being inspected, must –

- (a) issue a receipt for it to the owner, or person in control, of the premises; and
- (b) secure the goods pending a decision concerning forfeiture in terms of section 88(3), or return it as soon as practicable after achieving the purpose for which it was removed.

Entry with warrant

75.(1) An inspector may with the assistance of a police officer from the South African Police Service enter any premises if a magistrate has issued a warrant in accordance with subsection (2) to enter or inspect the premises, and the warrant is still valid.

(2) A magistrate may issue a warrant to enter and inspect any premises, if, from information in writing on oath, the magistrate has reason to believe that –

- (a) it is necessary to obtain information, in the interest of the public, that cannot

- be obtained without entering those premises; or
- (b) there is non-compliance with this Act.

(3) A warrant in terms of subsection (2) may be issued at any time and must specifically –

- (a) identify the premises that may be entered and inspected; and
- (b) authorise the inspector to enter and inspect the premises and to do anything contemplated in section 74.

(4) A warrant in terms of subsection (2) is valid until –

- (a) it is executed;
- (b) it is cancelled by the magistrate who issued it or, in the magistrate's absence, by any other judicial officer;
- (c) the purpose for which it was issued has lapsed; or
- (d) 90 days have passed since the date it was issued.

(5) Before commencing any inspection, an inspector who carries out a warrant must –

(a) if the owner or a person apparently in control of the land or premises is present –

(i) identify himself or herself and explain his or her authority to that person or furnish proof of his or her appointment; and

(ii) hand a copy of the warrant to that person or a person named in it; or

(b) if the owner or person apparently in control of the premises is absent or refuses to accept a copy, attach a copy of the warrant to the premises in a prominent and visible place.

Entry without warrant

76.(1) An inspector who does not have a warrant in his or her possession may with the assistance of a police officer from the South African Police Service enter and inspect –

- (a) any premises with the consent of the owner or person apparently in control of those premises;
- (b) any licensed premises on a routine basis, to determine compliance with the terms and conditions of the licence;

- (c) any premises in respect of which there is an outstanding compliance notice issued in terms of section 81, for the purpose of determining whether that notice has been complied with;
- (d) any premises where there are reasonable grounds to believe that a warrant would be issued in terms of section 75 and the delay in obtaining such warrant would defeat the object of the warrant; or
- (e) any premises if authorised to do so by any other law.

(2) Before commencing an inspection on any premises in terms of this section, an inspector must identify himself or herself, explain his or her authority, and furnish proof of his or her appointment to the person apparently in control of the premises or the person who gave permission to enter.

(3) An entry and inspection contemplated in subsection (1)(b) and (c) may be carried out only during the trading hours applicable to that licensed premises.

Use of force

77.(1) An inspector carrying out a warrant in terms of section 75, may overcome any resistance to entry or inspection by using the force that is reasonably required, including breaking a lock, door or window of the premises to be entered.

(2) Before using force, the person carrying out the warrant must audibly demand admission and must announce his or her purpose, unless he or she reasonably believes that doing so may induce someone to destroy, dispose of, or tamper with, any object or document that is the object of the inspection.

(3) Subject to any other law, or except in the case of an emergency, force may not be used to effect an entry or conduct an inspection in terms of section 76.

Inspector may be accompanied

78. An inspector may be accompanied during an inspection by a police officer from the South African Police Service or any other person reasonably required, to assist in

conducting the inspection.

Duty to produce documents

79.(1) Any person who is in possession of any document relevant to an inspection, must produce such document at the request of the inspector.

(2) Any person who fails to comply with subsection (1), commits an offence..

Duty to answer questions and assist inspector

80.(1) Before questioning a person in terms of this Chapter, an inspector must inform that person of his or her applicable constitutional right.

(2) A person who is questioned by an inspector in terms of this Chapter must answer every question truthfully and to the best of his or her ability.

(3) An answer or explanation given to an inspector may not be used or admitted in criminal proceedings against the person who provides it, except in proceedings against that person on a charge relating to –

- (a) the administration or taking of an oath;
- (b) the making of false statements; or
- (c) the failure to answer a lawful question fully and satisfactorily.

(4) An owner or occupier of any premises must provide any facility and assistance that is reasonably required by an inspector to conduct an inspection effectively.

(5) Any person who fails to comply with subsections (2) and (4), commits an offence..

Part 2
Compliance

Compliance notices

81.(1) Where an inspector is of the opinion that a licensed person or permit holder has

breached the terms and conditions of a licence or permit or has failed to comply with the provisions of this Act, the inspector must issue and serve upon that licensed person or permit holder or any person in control of licensed premises, a compliance notice in the prescribed form.

(2) A compliance notice must stipulate –

- (a) the provisions of this Act or the conditions of the licence which must be complied with;
- (b) the nature and extent of the non-compliance;
- (c) the measures which must be taken to comply;
- (d) the date by which compliance must be completed; and
- (e) the possible consequences of non-compliance, which may include cancellation of the licence or permit.

(3) A compliance notice remains in force until the date for compliance or any extension thereof, or the issue by the inspector of a certificate of compliance, whichever is the earlier.

(4) An inspector may, at the request of the person served with the compliance notice, extend the period of compliance, upon good cause shown, by issuing an amended compliance notice.

(5) If the person served with the compliance notice has complied therewith, the inspector must issue a certificate of compliance.

(6) A person served with a compliance notice may lodge an objection with the inspector in the prescribed manner and state the grounds for the objection.

(7) An inspector receiving an objection in terms of subsection (6) must, within the prescribed period submit the compliance notice, the objection in terms of subsection (6) and any other document which he or she deems relevant, to the Liquor Authority who must determine whether or not the complaint set out in the compliance notice is justified.

(8) In making a determination as contemplated in subsection (7), the procedure as set

out in section 44, read with the necessary changes, must be followed.

(9) The Liquor Authority may –

- (a) if it decides that the complaint set out in the compliance notice is unjustified, set it aside; or
- (b) if it finds the complaint to be justified, order that the compliance notice be complied with by such date as it may determine.

(10) An Inspector must after the period stipulated for compliance submit a report on compliance to the Liquor Authority.

(11) If the order referred to in subsection (9)(b) –

- (a) has been complied with, the inspector must issue a certificate of compliance; or
- (b) has not been complied with, the Liquor Authority may forthwith cancel the licence or permit.

(12) In the event that the licensed person or permit holder who is served with the compliance notice has failed to comply with the notice and has not objected to the notice as contemplated in subsection (6) within the prescribed period, the inspector must submit the compliance notice and all relevant documentation to the Liquor Authority for consideration.

(13) If the Liquor Authority makes a finding of non-compliance with the compliance notice, it may cancel the licence or permit.

(14) The Liquor Authority must inform the licence or permit holder in writing of the cancellation of the licence or permit as contemplated in subsection (11)(b) and (13) respectively, and provide reasons for such cancellation.

(15) Proof of non-compliance with a compliance notice at a meeting of the Liquor Authority constitutes *prima facie* proof of the commission of the offences, or transgressions of the licence conditions stipulated in the compliance notice.

(16) Any person who fails to comply with a compliance notice, commits an offence.

Interim order of suspension

82.(1) A magistrate or, if the magistrate is not available, any police officer of or above the rank of warrant officer may, if he or she is of the opinion that a strike or lock-out or public disturbance, disorder, riot or public violence is occurring or threatening at or near any licensed premises or any premises on or place in which liquor may be sold without a licence, in such manner as may appear to him or her in the circumstances or the case to be the most effective, order a holder of the licence or an exempted person concerned, as the case may be, or a manager or agent of that holder or person, to close the premises or place concerned during such times or for such periods as the magistrate or the police officer concerned may think fit.

(2) A holder of a licence or an exempted person, or his or her manager or agent, must, on receipt of an order given under subsection (1), forthwith comply therewith, and, if he or she fails to do so, the person who has given the order may take such steps and use or cause to be used such force as he or she may think necessary to close the premises or place concerned.

(3) Any order given under subsection (1), may at any time be withdrawn --

- (a) by the magistrate or police officer who gave such an order;
- (b) where such an order was given by the magistrate, by any other magistrate of the district concerned;
- (c) where such an order was given by a police officer, by a police officer of more senior rank.

(4) An order granted in terms of subsection (1) must be served upon the licensed person or permit holder as directed by the Liquor Authority and comes into effect upon the date and at the time of service thereof.

(5) An order granted in terms of subsection (1) must stipulate a date upon which the licensed person or permit holder must appear before the Liquor Authority to show cause why the order should not be made final.

(6) A licensed person or permit holder may, prior to the date stipulated in subsection (4) lodge with the Liquor Authority a notice of opposition and must thereafter lodge affidavits setting out the grounds upon which the application is opposed.

(7) A licensed person or permit holder may at any time prior to the date stipulated in terms of subsection (4) apply to the Liquor Authority to set the matter down for hearing on an earlier date.

(8) The Liquor Authority may order the return date to be brought forward to an earlier date.

(9) Upon the date of the hearing of the application the Liquor Authority may discharge the interim order or confirm it, together with an order compelling the licensed person or permit holder to rectify the breach of the terms and conditions or the non-compliance with the Act or the complaint referred to in subsection (1)(b), within the prescribed period.

(10) If a licensed person or permit holder fails to comply with the order contemplated in subsection (9), the Liquor Authority –

- (a) may cancel the licence or permit; and
- (b) must notify the licensed person or permit holder in writing of the cancellation, together with reasons.

(11) A licence or permit which has been suspended in terms of subsection (1) and (9) remains valid in all respects, except that the licensed person or permit holder may not sell or micro-manufacture liquor in terms thereof during the period of suspension.

Effective date of cancellation

83.(1) Cancellation of a licence or permit in terms of sections 81(11)(b) and (13) and in terms of any other provision of this Act, takes effect upon the date of cancellation by the Liquor Authority.

(2) The Chief Executive Officer must amend the register accordingly.

**CHAPTER 9
LAW ENFORCEMENT AND JUDICIAL PROCEEDINGS**

*Part 1
Prohibited and controlled liquids*

Prohibition of sale and micro-manufacture of unhealthy concoctions

84.(1) Subject to the requirements and regulations of the Liquor Act, no person may sell for retail or give to any person or micro-manufacture –

- (a) any concoction manufactured by the fermentation of any substance the consumption of which would, in the opinion of the responsible Member, in consultation with the Member of the Executive Council for Health and the Minister of Trade and Industry, acting in terms of the Liquor Act, be harmful to the health and well-being of the population of the Province, and specified by him or her by notice in the *Gazette*; or
- (b) any drink manufactured by the distillation of any concoction referred to in paragraph (a).

(2) The responsible Member may, subject to consultation processes referred to in subsection (1), withdraw or amend the notice issued in terms of subsection (1).

*Part 2
Offences and penalties*

General offences

85.(1) No person may –

- (a) sell liquor for retail or micro-manufacture liquor in contravention of the terms and conditions of a licence;
- (b) be intoxicated, violent or disorderly on premises in respect of which a licence has been issued;
- (c) if he, she or it is the owner or occupier of licensed premises, allow intoxicated, violent or disorderly behaviour on those premises;
- (d) be intoxicated, violent or disorderly in a public place;

(e) introduce, possess or consume any liquor on a sports ground that is not a licensed premises, to which the public has or is granted access, irrespective of whether access is granted against payment or is restricted to any category of persons, except on any licensed premises situated on the sports ground concerned;

(f) misrepresent himself or herself or any other person to be over the age of 18 years in order to persuade a licensed person, or his, her or its agent or employee, to sell or supply liquor to him or her or to that other person;

(g) in connection with any application, objection, representation, reply to any objection or complaint in terms of this Act, submit or provide any information which he or she knows to be false or misleading or which he or she ought reasonably to have known was not true, or any false document or document which purports to be but is not a true copy of an original document; or

(h) be in possession of a firearm on premises in respect of which a licence has been issued, except for the owner or manager of the premises or a police officer on duty.

(2) A member of the Liquor Authority, a member of staff, advisor, agent or other person employed by or acting on behalf of the Liquor Authority, commits an offence if he or she directly or indirectly accepts any unauthorised fee or reward from any person in respect of or in connection with any service rendered or anything done or offered by the Liquor Authority.

(3) Any person commits an offence if he or she, in respect of or in connection with any service rendered or anything done or offered by the Liquor Authority, bribes or attempts to bribe, or corruptly influences or attempts to corruptly influence, any member of staff or any adviser, agent or other person employed by or acting on behalf of the Liquor Authority.

(4) Any person who falsely claims that he or she is authorised to charge or collect fees on behalf of or by direction of the Liquor Authority, commits an offence.

(5) Any person who contravenes the provisions of subsection (1), commits an offence.

Offences regarding hearings of Liquor Authority**86. Any person who –**

- (a) fails to appear before Liquor Authority on the date and at the time and place when called upon to do so in terms of section 39(4)(a) or (b) without having appointed a person to so appear on his or her behalf;
- (b) appears before the Liquor Authority in terms of section 39(4)(a) or (b) but without the leave of the Chairperson fails to remain in attendance until the conclusion of the hearing or meeting;
- (c) having in terms of section 39(4)(a) or (b) been called upon to appear and give evidence, or to produce any book, plan or other document or article which such person may at the time have in his or her possession, fails or refuses to do so;
- (d) having in terms of section 39(4)(a) or (b) been required to give evidence, refuses to take the oath or make an affirmation; or
- (e) wilfully disrupts a hearing or meeting of the Liquor Authority or wilfully hinders or obstructs the Liquor Authority any member thereof in the performance of, his or her functions,

commits an offence.

Service stations

87.(1) No person may sell liquor in a convenience store franchised to a service station selling petrol, diesel or other petroleum products to the public.

(2) Any person who contravenes the provisions of subsection (1), commits an offence.

Penalties

88.(1) Any person who commits an offence in terms of sections 30(2), 42(10), 45(6), 52(5), 52(6), 55(5), 63(3), 64(2), 65(3), 68(3), 71(4), 72(2), 81(16), 85 or 87 is, on conviction, liable to a fine, or imprisonment not exceeding five years, or to both such fine and such imprisonment.

(2) Any person who commits an offence in terms of sections 79(2), 80(5) or 86 is, on

conviction, liable to a fine, or imprisonment not exceeding one year, or to both such fine and such imprisonment.

(3) In addition to imposing a penalty in terms of subsection (1), a court that has convicted a person of an offence in terms of section 35(2) must order the forfeiture to the State of any liquor seized in terms of section 74(2)(g).

Part 3

Cancellation of licence certificate or permit on conviction

Production of licence certificate or permit in court

89.(1) Any licensed person charged with any offence in terms of this Act must produce the licence certificate or permit issued to him or her, or a certified duplicate thereof issued in terms of this Act if he, she or it is not in possession of the original, to the court at the time of the hearing of a charge.

(2) No person referred to in subsection (1) may, without reasonable excuse, refuse or fail to produce the certificate or permit or duplicate so referred to on request.

Cancellation of licence or permit on conviction of offence

90.(1) Subject to subsection (3), the Liquor Authority must cancel the licence certificate or permit of any person convicted of an offence in terms of this Act.

(2) Where a court has convicted a person of an offence in terms of this Act, the Chief Executive Officer or clerk of the court must inform the Liquor Authority accordingly.

(3) If the Liquor Authority is satisfied that circumstances exist which do not justify the cancellation referred to in subsection (1), it may resolve not to cancel the licence or permit.

(4) For the purposes of this section, cancellation of a licence or permit takes effect on the date on which the licence certificate or permit is cancelled by the Liquor Authority.

(5) When a person's licence certificate or permit has been cancelled in terms of subsection (1), all the rights, benefits and allowances accruing therefrom lapse immediately.

(6) The responsible Member must prescribe, by regulation, the procedure to be followed in terms of this section after a court has convicted a person of an offence in terms of this Act.

CHAPTER 10 GENERAL PROVISIONS

Regulations

91.(1) The responsible Member may make regulations regarding –

(a) the payment and amount of any fees payable in terms of this Act in respect of –

- (i) any application made in terms of this Act;
- (ii) the issue of a licence or permit; and
- (iii) the annual fee payable by a licensed person in respect of each licence issued;

(b) the form of licences, permits, consents, approvals, certificates, determinations, notices, including compliance notices and other documents referred to in this Act;

(c) the manner and form in which, and the days on which, if applicable, any application in terms of this Act may or must be made and lodged;

(d) the manner and form of service, delivery or despatch of any notice or other document required to be served, delivered or despatched in terms of this Act;

(e) the manner and form of publication of any notice or other document required to be published in terms of this Act;

(f) the form, content and size, where applicable, of any notice, communication or other document required to be issued, delivered, served, given or published in terms of this Act;

(g) the content and form of an inspection report or other report or recommendation to be made or given in terms of this Act;

(h) the manner and form in which an objection hearing or a hearing in respect of

a compliance notice in terms of section 86 must be conducted;

(l) time periods, or the extension of time periods, to be prescribed in terms of this Act;

(j) the details of premises in respect of which licensing is sought that must be included in an application for a licence;

(k) the manner and form in which an application for appeal or review to the responsible Member must be made;

(l) the manner in which proceedings and meetings must be conducted by the responsible Member;

(m) the tariff of witness fees payable on appeal or review proceedings;

(n) the form of a certificate issued to an inspector;

(o) the manner and form in which a complaint must be submitted to the Liquor Authority;

(p) the procedure to be followed for the cancellation of a licence or permit on conviction of an offence in terms of section 90;

(q) the manner and form in which an application for temporary amnesty must be made;

(r) any matter which must or may be prescribed in terms of this Act; and

(s) in general, any matter in respect of which the responsible Member deems it necessary or expedient to make regulations in order to achieve the objects of this Act, the generality of this paragraph not being limited by the preceding paragraphs.

(2) A regulation regarding fees or money to be paid must be made in consultation with the Member of the Executive Council responsible for Finance.

(3) In addition to the matters contemplated in subsection (1), the responsible Member may make regulations regarding –

(a) the regulation and restriction on the importation, transshipment, conveyance, transmission, keeping, sale, supply or use of methylated spirits;

(b) the categories of persons who may sell methylated spirits;

(c) the keeping of records or other documents in respect of any dealing in methylated spirit, the form and manner in which the records or other documents must be kept and the particulars to be entered therein;

- (d) the custody and retention of records or other documents contemplated in paragraph (c);
- (e) the denaturation, odourisation, colouring and rendering impotable of methylated spirits sold or kept for sale, and in the manner in which this must be done;
- (f) the quantities of methylated spirits which may be sold on any occasion to any person and the receptacles in which it may be sold; and
- (g) the prohibition or restriction of the purchase or possession of methylated spirits, including the granting of permits for the purchase or possession thereof.

Repeal of laws

92. The laws mentioned in Part A, B and C of Schedule 1 are hereby repealed to the extent indicated in the third column of the said Schedule.

Conversion of licences, approvals, notices and determinations

93.(1) Notwithstanding the provisions of section 31, and in accordance with the transitional provisions of the Liquor Act –

(a) every licence or approval set out in the first column of Schedule 2 and in force immediately before the date of commencement of this Act, is from the commencement date of this Act regarded as a licence in the category set out in the second column of Schedule 2: Provided that –

- (i) the terms and conditions and trading days and trading hours applicable to such licence, immediately prior to this Act coming into effect, continue in force until the date upon which such licence is required to be renewed in terms of the Liquor Act, 1989 (Act No. 27 of 1989);
- (ii) the said terms and conditions and trading days and trading hours are not inconsistent with the provisions of this Act; and
- (iii) in the event that the said terms and conditions or trading days and trading hours are inconsistent with the provisions of this Act, then the provisions of this Act are applicable;

(b) a notice issued in terms of section 33 of the Liquor Act, 1989 (Act No. 27 of 1989), and in force immediately before the date of commencement of this Act,

are regarded as conditions set out in writing in terms of section 46 and 55 of this Act; and

(c) any determination made in terms of section 51 of the Liquor Act, 1989 (Act No. 27 of 1989), and in force immediately before the date of commencement of this Act, is regarded as a consent granted in terms of section 64(1) of this Act.

(2)(a) The holders of the licences, approvals, notices and determinations referred to in subsection (1) are entitled to a licence certificate or permit in terms of section 54 of this Act for the relevant category of licence as contemplated in section 31, without having to comply with the application procedure for such a licence or permit contemplated in Chapter 6.

(b) All existing terms and conditions and trading hours applicable to such licences, approvals, notices and determinations must be endorsed on the licence certificate in accordance with subsection (1).

(3)(a) The holders of the licences, approvals, notices and determinations referred to in subsection (1) must receive such licence certificate or permit upon presentation to the Liquor Authority of proof of their licences, approvals, notices and determinations referred to in subsection (1) and the terms and conditions and trading hours to which such licences, approvals, notices and determinations are subject, and upon payment of the annual fee prescribed in terms of section 56.

(b) The holders of the licences, approvals, notices and determinations referred to in subsection (1) must obtain their licence certificates or permits under this Act within three years of the commencement of this Act.

(4) In the event that a holder does not convert the licences, approvals, notices and determinations within the prescribed period referred to in subsection (3)(b), such licences, approvals, notices and determinations become invalid, as provided for in the transitional provisions of the Liquor Act.

(5) In accordance with item 7 of Schedule 1 to the Liquor Act, any application for a liquor licence made under the Liquor Act, 1989 (Act No. 27 of 1989), before the date of the repeal of that Act and not disposed of prior to that date, must be disposed of in terms of that Act, despite its repeal.

Temporary amnesty for unlicensed retail sellers of liquor and unlicensed micro-manufacturers of liquor

94.(1) Any person who at the commencement of this Act engages in the retail sale of liquor or the micro-manufacture of liquor without a valid licence must within 12 months after such commencement, apply in the manner prescribed to the Liquor Authority for a temporary amnesty: Provided that –

- (a) the application referred to in subsection (1), complies with the formal requirements;
- (b) the person has traded without a liquor licence at the date of the commencement of this Act;
- (c) the proposed licensed premises are located in an area that –
 - (i) was designated as a non-white area in terms of the Black Communities Development Act, 1984 (Act No. 4 of 1984), the Group Areas Act, 1950 (Act No. 41 of 1950), or any other relevant legislation; or
 - (ii) is subject to the Less Formal Township Establishment Act, 1991 (Act No. 113 of 1991);
- (d) the person is a member of a community to which the Acts referred to in paragraph (c) applied;
- (e) the person resides upon the erf concerned;
- (f) the dominant use of the premises concerned is residential;
- (g) the person was previously disadvantaged due to the Acts referred to in paragraph (c);
- (h) the person does not have the necessary approval from the municipality to use the premises concerned for the purpose to be authorised by the licence; and
- (i) there is nothing else that would preclude the granting of a licence to that person.

(2) The amnesty period commences on the date of commencement of this Act and lapses 24 months thereafter.

(3) Notwithstanding the provisions of subsection (2), the application referred to in subsection (1) must be made within six months from the date of commencement of this Act.

(4) The Chief Executive Officer must maintain a record in the prescribed manner of each application referred to in subsection (1).

(5) When considering an application for a temporary amnesty, the Liquor Authority may determine terms and conditions, and trading days and trading hours in respect of that application.

(6) If the application referred to in subsection (1) is granted, the Chief Executive Officer must forthwith issue a written temporary amnesty notice to the applicant in respect of a category of licence referred to in section 31, setting forth the prescribed information.

(7) Should a person contemplated in subsection (1) not apply for a temporary amnesty within the six month period referred to in subsection (3) –

(a) that person must be prosecuted in terms of this Act; and

(b) the failure to apply for a temporary amnesty may be regarded as an aggravating factor should that person be convicted of an offence in terms of section 30(2) of this Act.

(8) The holder of a temporary amnesty notice must apply for a licence in terms of this Act before the expiry of the period of amnesty.

Transitional arrangements and validation

95.(1) The Liquor Authority is the legal successor to the Liquor Board.

(2) Notwithstanding anything to the contrary contained in this Act, on the date on which this Act comes into operation, any lawful act, determination, designation, decision, matter or any other thing done, made, taken, executed or carried out or purported to have been done, made, taken, executed or carried out by the Liquor Board or a member

of staff of the Liquor Board, including a member of the Liquor Board or the Chief Executive Officer of the Liquor Board, or the responsible Member, in pursuance of the Liquor Act, is regarded to have been done, made, taken, executed or carried out or issued under this Act;

(3) Any person who, on the day before the date of commencement of this Act, was a member of the Liquor Board continues as a member of the Liquor Authority until the responsible Member has appointed new members of the Liquor Authority in terms of section 8 of this Act.

(4) Any application for a liquor licence made before the commencement of this Act in terms of the repealed Liquor Act, 1989 (Act No. 27 of 1989), and the Regulations made in terms of that Act, must be dispensed of and finalised as if this Act has not come into operation.

(5) A person who, on the day before the date of commencement of this Act, was a member of staff of the Liquor Board, is regarded as having been appointed in terms of section 21 of this Act.

Short title and commencement

96.(1) This Act is called the North West Liquor Licensing Act, 2016, and comes into operation on a date to be determined by the responsible Member, by notice in the *Gazette*.

(2) The responsible Member may determine different dates for the coming into operation of different sections of this Act.

SCHEDULE 1**Repeal of laws
(Section 92)****PART A: NATIONAL LEGISLATION WITHIN THE FUNCTIONAL AREA OF
EXCLUSIVE PROVINCIAL LEGISLATIVE COMPETENCE IN TERMS OF
SCHEDULE 5 TO THE CONSTITUTION**

No. and year of law	Short Title	Extent of repeal
Act No. 27 of 1989	Liquor Act, 1989	Sections 5, 6, 6A, 7 to 32, 32A, 33 to 74, 78, 82, 84 to 123, 128, 156, 160 to 162, 165, 168, 169, 170, 173 to 175, 177 to 181, 184 to 186 and 189, but – (a) only to the extent that such provisions relate to the micro-manufacture, retail sale or consumption of liquor or methylated spirits; and (b) provided that the repeal of the said provisions come into effect only upon the date declared by the Minister responsible for liquor matters in the national sphere of government, in the <i>Government Gazette</i> , in accordance with item 2 of Schedule 1 (Transitional Provisions) to the Liquor Act, 2003 (Act No. 59 of 2003)
Act No. 57 of 1995	Liquor Amendment Act, 1995	Section 54

**PART B: REGULATIONS MADE IN TERMS OF SECTION 182 OF THE LIQUOR ACT,
1989 (ACT NO. 27 OF 1989)**

No. and year of law	Short title	Extent of repeal
Regulation No. 1405 of 1992	Regulations in terms of section 182 of the Liquor Act, 1989 (Act No. 27 of 1989)	The whole, but – (a) only to the extent that such provisions relate to the micro-manufacture, retail sale or consumption of liquor or methylated spirits; and (b) provided that the repeal of the said provisions come into effect only upon the date declared by the Minister responsible for liquor matters in the national sphere of government, in the <i>Government Gazette</i> , in accordance with item 2 of Schedule 1 (Transitional Provisions) to the Liquor Act, 2003 (Act No. 59 of 2003)

SCHEDULE 2**Conversion of licences, approvals, notices and determinations
(Section 93)**

Category/ type of licence or approval in force immediately before the date of commencement of this Act	Category of licence deemed to be in force from the date of commencement of this Act, subject to section 98(4)
An exemption referred to in section 4(1) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(ii) or (vii) of this Act
A hotel liquor licence referred to in section 20(a)(i) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(i) of this Act
A restaurant liquor licence referred to in section 20(a)(ii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(ii) of this Act
A wine-house licence referred to in section 20(a)(iii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(vii) of this Act
A theatre liquor licence referred to in section 20(a)(iv) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(ix) of this Act
A club liquor licence referred to in section 20(a)(v) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(iii) of this Act
A sorghum beer licence referred to in section 20(a)(vi) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(vii) or (viii) of this Act
A special licence referred to in section 20(a)(vii) of the Liquor Act, 1989	A licence for the retail sale of liquor in a category referred to in section 36(a) most similar to that category of this Act
A temporary liquor licence referred to in section 20(a)(viii) of the Liquor Act, 1989	A special events permit referred to in section 36(c) of this Act
An occasional licence referred to in section 20(a)(ix) of the Liquor Act, 1989	A special events permit referred to in section 36(c) of this Act
A brewer's licence referred to in section 20(b)(ii) of the Liquor Act, 1989	A licence for the micro-manufacture, of liquor referred to in section 36(d) of this Act, if applicable
A liquor store licence referred to in section 20(b)(iii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(b)(i) of this Act
A grocer's wine licence referred to in section 20(b)(iv) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(b)(ii) of this Act
A wine farmer's licence referred to in section 20(b)(v) of the Liquor Act, 1989	A licence for the micro-manufacture of liquor referred to in section 36(d) of this Act

Category/ type of licence or approval in force immediately before the date of commencement of this Act	Category of licence deemed to be in force from the date of commencement of this Act, subject to section 98(4)
A sorghum beer brewer's licence referred to in section 20(b)(vi) of the Liquor Act, 1989	A licence for the micro-manufacture of liquor referred to in section 36(d)
A special licence referred to in section 20(b)(viii) of the Liquor Act, 1989	A licence for the retail sale of liquor in a category referred to in section 36(b) of this Act most similar to that category
A producer's licence referred to in section 20(b)(ix) of the Liquor Act, 1989	A licence for the micro-manufacture, including wholesale supply, of liquor referred to in section 36(d) of this Act, if applicable
An approval granted in terms of section 60 of the Liquor Act, 1989, to a holder of a wine-house licence	A licence for the retail sale of liquor referred to in section 36(b)(i) of this Act
A sports ground liquor licence referred to in section 189 of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(vi) of this Act
A special licence (Tavern) referred to in section 20(a)(vii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section 36(a)(viii) of this Act

SCHEDULE 3**Trading days and trading hours
(Section 61)**

CATEGORY A: ON-CONSUMPTION	TRADING HOURS	TRADING DAYS
1. Accommodation	10h00 – 00h00	Every day
2. Restaurant	10h00 – 00h00	Every day
3. Club	10h00 – 00h00	Every day
4. Nightclub	10h00 – 00h00	Every day
5. Gaming premises	10h00 – 00h00	Every day
6. Sports ground	10h00 – 00h00	Any day
7. Pub	10h00 – 00h00	Every day
8. Tavern	10h00 – 00h00	Every day
9. Theatre	10h00 – 00h00	Every day
CATEGORY B: OFF-CONSUMPTION	TRADING HOURS	TRADING DAYS
1. Liquor store	08h00 – 20h00	Monday – Saturday Closed on Sundays and Public Holidays
2. Grocer's wine	08h00 – 17h00	Monday – Saturday Closed on Sundays and Public Holidays
CATEGORY C: SPECIAL EVENTS PERMIT	TRADING HOURS	TRADING DAYS
Special events permit	Starting of event – Closing of event	Any day
CATEGORY D: MICRO-MANUFACTURER	TRADING HOURS	TRADING DAYS
Micro-manufacturer	07h00 – 18h00	Every day

PROVINCIAL NOTICE 1022 OF 2025

Department of Economic Development, Environment, Conservation and Tourism

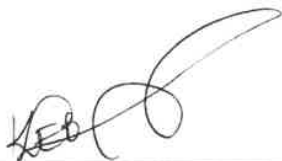
PROCLAMATION**BY**

**MEMBER OF EXECUTIVE COUNCIL RESPONSIBLE FOR ECONOMIC DEVELOPMENT ENVIRONMENT CONSERVATION AND TOURISM:
DETERMINATION OF EFFECTIVE DATE FOR THE NORTH WEST LIQUOR LICENSING ACT NO. 6 OF 2016 AND THE AMENDMENT ACT NO. 2 OF 2019**

I, Keobiditse Evelyn Bitsa Lenkopane, Member of the Executive Council responsible for the Department of Economic Development, Environment, Conservation and Tourism, having received a ratification from Mr. Mpho Parks Tau, the Minister of Trade, Industry and Competition, hereby publish the North West Liquor Licensing Act, Act No. 6 of 2016 read with North West Liquor Licensing Amendment Act, Act No. 2 of 2019, and the Regulations thereto, and determine the 1st April 2025 to be the effective date of and the coming into operation of the provincial Act and Regulations.

The Act is hereto posted on the Government Gazette and in our departmental website. All licensees in the North West Province are urged to take notice of the provisions of the new legislation particularly in relation to the conversion and payable licensing fees and any transitional compliance thereto.

GIVEN UNDER MY HAND AT MAFIKENG ON THIS 1st DAY OF APRIL 2025.



**HONOURABLE K. E. B. LENKOPANE
MEC: DEPARTMENT OF ECONOMIC DEVELOPMENT ENVIRONMENT
CONSERVATION AND TOURISM
DATE: 1 April 2025**

**NORTH WEST
LIQUOR LICENSING AMENDMENT ACT NO 2 OF
2019**

[ASSENTED TO



]

[DATE

05/04/2019]

*(As passed by the North West Provincial Legislature)
(The English text is the official text of the Act)*

GENERAL EXPLANATORY NOTE:

- [] Words in bold type in square brackets indicate omissions from existing enactments
_____ Words underlined with a solid line indicate insertions in existing enactments

ACT

To amend the North West Liquor Licensing Act, 2016 (Act No. 6 of 2016), so as to effect textual amendments; to insert new definitions and new provisions; and to provide for matters connected therewith.

BE IT ENACTED by the Provincial Legislature of the North West Province, as follows:-

Amendment of section 1 of Act 6 of 2016

1. Section 1 of the principal Act is hereby amended –

(a) by the deletion of the definition of “**Chief Executive Officer**” after the definition of “**beer**”;

(b) by the substitution of the definition of “**licensed premises**” of the following definition:

“**licensed premises**” means the prescribed premises on which liquor may be micro-manufactured or sold under a licence [or permit] in terms of this Act;

(c) by the substitution of the definition of “**nightclub**” of the following definition:

“**nightclub**” means licensed liquor premises that are open [at night] in the evening until early morning and where dancing and music is usually provided;

(d) by the deletion of “**public servant**” after the definition of “**public office bearer**”; ;
and

(e) by the insertion of the definition of “**officer**” after the definition of “**nightclub**”:

“**officer**” means a departmental official assigned to provide administrative support to the Liquor Authority in terms of section 5(6).”

Insertion of Section 3A in of Act 6 of 2016

2. The following section is inserted after section 3 of the principal Act:

"Exemptions

3A.(1) The responsible Member may, on application and if circumstances so warrant, declare that this Act, excluding such provisions as he or she may determine, do not apply to the sale of liquor –

(a) on premises occupied, controlled or maintained by a department or public entity;

(b) to employees of a department or public entity contemplated in subsection (1) and its bona fide guests, for consumption on such premises;

(c) in a restaurant on premises occupied, controlled or maintained by a department or public entity;

(d) on a statutory institution on premises in or at a public resort, national park or game or nature reserve;

(e) on a 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;

(2) The responsible Member may, on application and if the circumstances so warrant, declare that this Act, excluding such provisions as he or she may determine, do not apply to the sale, by a person named in the declaration, of liquor –

(a) if that person is a collector of wine and that liquor consists of his or her collection of wine or any part thereof;

(b) if that person is a licensed auctioneer acting on behalf of a bona fide cultural or welfare organisation or an educational institution.

(3) A declaration issued under subsection (1) or (2) may be subject to such conditions set out therein as the responsible Member may in his or her discretion impose.

(4) The responsible Member may at any time after the issue of a declaration under subsection (1) or (2), by a notice delivered or tendered to the person named in the declaration concerned, subject to the relevant provisions of the Promotion of Administrative Justice Act, 2000 (Act No. 33 of 2000), –

- (a) in his or her discretion impose such conditions or further conditions as may be set out in the notice, to which the notice shall be subject;
- (b) withdraw or amend any condition imposed by him or her under this section;
- or
- (c) withdraw or amend such declaration.”.

Amendment of section 2 of Act 6 of 2016

3. Section 5 of the principal Act is hereby amended by the substitution of subsection (4) of the following subsection and insertion of subsections (5) and (6):

“Establishment of Liquor Authority

5.(1) The North West Liquor Authority is hereby established.

(2) The Liquor Authority is a provincial government component contemplated in section 7A of the Public Service Act, 1994 (Proclamation 103 of 1994, as amended).

(3) The Liquor Authority is subject to the Public Finance Management Act.

(4) The [Chief Executive Officer] head of department is the accounting authority of the Liquor Authority, as contemplated in section 49(2)(b) of the Public Finance Management Act.

(5) The department must provide administrative and financial support to the Liquor Authority

(6) In providing the administrative and financial support contemplated in subsection (5), the head of department may assign an officer to provide such administrative support.”.

Amendment of section 6 of Act 6 of 2016

4. Section 6 of the principal Act is hereby amended by the substitution of the following section:

“Objects of Liquor Authority

6. The objects of the Liquor Authority are to –

- (a) consider [and approve] liquor licence applications in the Province;
- (b) issue licences in terms of Chapter 6 of this Act;

- (c) enhance accessibility of liquor licences in the Province;
- (d) ensure a uniform, fair, equitable and transparent process in the issuing of liquor licences; and
- (e) work with the responsible Member, the Department, municipalities and the liquor industry in the Province in order to implement and promote national and provincial liquor policies and norms and standards.”

Amendment of section 8(2) of Act 6 of 2016

5. Section 8(2) of the principal Act is hereby amended by the substitution for subsection (2) of the following subsection:

“(2) The members contemplated in subsection (1) must include –

- (a) two persons who are admitted as Attorneys or Advocates with at least five years experience in the legal profession or the administration of justice;
- (b) one person who has knowledge and experience in the field of welfare, socio-economic development or social services;
- (c) one person nominated by the **[municipality]** South African Local Government Association in the Province who has knowledge and experience in town planning; and
- (d) one member of the South African Police Service of the rank of Superintendent or above, nominated by the Provincial Commissioner of Police.”.

Amendment of section 9 of Act 6 of 2016

6. Section 9 of the principal Act is hereby amended by the substitution of the following section:

“Disqualification from being appointed to Board of Liquor Authority

9. A person is disqualified from being appointed to the Board of the Liquor Authority or from remaining on the Board of the Liquor Authority, by reason that he or she –

- (a) is or becomes an unrehabilitated insolvent;
- (b) is or has been declared by a competent court to be of unsound mind;
- (c) is directly or indirectly interested in any contract with the Liquor Authority and fails to declare his or her interest and the nature thereof in the manner required by this Act;
- (d) is a person under curatorship;
- (e) has at any time been removed from an office of trust on account of misconduct involving theft or fraud;
- (f) has been convicted and sentenced to a term of imprisonment without the

option of a fine, except that the responsible Member may, upon such nominee disclosing full details of the offence in an affidavit, condone a conviction in a manner that is consistent with section 106(1)(e) of the Constitution: Provided that a disqualification in terms of this subsection ends five years after the sentence has been completed;

(g) fails to disclose an interest in accordance with section 11 or attended or participated in the proceedings of the Liquor Authority while having an interest contemplated in the said section;

(h) is a public office bearer; or

(i) is not a citizen of the Republic [**and not resident in the Province**].”.

Deletion of Chapter 3 and 4 of Act 4 of 2016

7. Chapters 3 and 4 of the principal Act are hereby deleted.

Amendment of section 29 of Act 6 of 2016

8. Section 29 of the principal Act is hereby amended by the substitution for section 29 of the following section:

“Criteria for designation as liquor licensing officer

29. A person may not be appointed as a liquor licensing officer if that person –

(a) is not a South African citizen [**and resident in the Province**];

(b) is an unrehabilitated insolvent;

(c) is subject to an order of a court declaring such person to be mentally ill or disordered;

(d) has at any time been convicted of any offence involving dishonesty: provided that a disqualification in terms of this subsection ends three years after the sentence has been served;

(e) has at any time been removed from an office of trust on account of misconduct; or

(f) has a direct or indirect financial interest in the liquor industry, or whose spouse, life partner or close relative has a direct or indirect financial interest in the liquor industry, where such relationship in the opinion of the responsible Member constitutes a conflict or potential conflict of interest.”.

Amendment of section 33 of Act 6 of 2016

9. Section 33 of the principal Act is hereby amended by the substitution for section 29 of the following section:

“Applications

33.(1) A person who wishes to apply for a liquor licence in respect of the categories listed under section 31(a) or (b) must –

- (a) lodge an application with the Liquor Authority in the prescribed manner and on the prescribed days; and
- (b) pay the prescribed application fee in the prescribed manner.

(2) The application must include and be accompanied by –

- (a) the physical address of the premises where the business will be conducted or a description of the location of the premises in terms of identifiable landmarks;
- (b) a detailed written motivation in support of the licence application;
- (c) the required particulars of the applicant;
- (d) the category in respect of which licensing is being sought;
- (e) in relation to the premises in respect of which licensing is being sought, the prescribed details in respect of the premises, including a detailed sketch plan of the premises;
- (f) proof of application for or proof of business or trading licence issued by the relevant municipality in terms of any law, relevant tribal authority resolutions, including relevant minutes of such tribal resolutions or by-law to enable the applicant to trade in the manner contemplated, where applicable;
- (g) a certificate issued by the South African Police Service indicating the criminal offences of which the applicant has been convicted, if any;
- (h) tax clearance certificate issued by South African Revenue Service indicating whether the applicant is registered as a taxpayer, and whether any taxes are outstanding
- (i) proof of lawful occupation of the premises, in the form of a title deed or a lease agreement in the name of the applicant or a permission to occupy the premises issued in favour of the applicant by the relevant authority, where applicable; and
- (j) a written consent from the owner of the premises or the relevant authority for the applicant to conduct the intended business from the premises concerned, where applicable.

(3) The **[Chief Executive Officer]** officer must –

- (a) receive all applications from the liquor licensing officer;
- (b) endorse on each application the date of receipt;

- (c) compile a list of applications and retain and maintain the list as part of the report register contemplated in section 20(1)(b); and
- (d) on receipt of an application, examine the application in order to determine whether it is complete.

(4) If the [Chief Executive Officer] officer determines that the application is incomplete, he or she must within 14 days issue a notice in the prescribed form, calling on the applicant to supplement or remedy the incomplete application within 14 days.”.

Amendment of section 34(1) of Act 6 of 2016

10. Section 34(1) of the principal Act is hereby amended by the substitution for subsection (1) of the following subsection:

“Notice of application

34.(1) The liquor licensing officer must notify the applicant within [7 (]seven[])] days that the applicant must give notice of the application in a prescribed form as follows –

- ([i]a) display a notice in the prescribed form and size in a prominent place at the proposed premises, so that it is visible to passers-by; [and]
- ([ii]b) if the premises are in a residential area, serve notice of the application in the prescribed form on a member of a household over the age of sixteen years of each of the households occupying residences within a radius of 100 metres of the proposed premises;
- (c) the applicant must, simultaneously with publication of the application in the dominant newspaper circulating in the area where the proposed licensed premises are situated, deliver a copy of the application to the offices of the Station Commissioner of the South African Police Service, relevant tribal authority in whose area of jurisdiction the proposed premises are or will be located; and
- (d) the applicant must submit proof of compliance within seven days from date of publication and notification to the liquor licensing officer.”.

Amendment of section 34(3) of Act 6 of 2016

11. Section 34(3) of the principal Act is hereby amended by the substitution for subsection (1) of the following subsection:

“(3) The notices referred to in subsection (1)(b) must state that –

- (a) the application will be open for inspection at the offices of the relevant liquor licensing officer and the office of the relevant Station Commissioner of

the South African Police Service for a period of 21 days from the date of publication of the notice in the newspaper as contemplated in subsection (1)(b)(i); and

(b) any interested person may object to or make representations for or against the granting or refusal of the application to the relevant liquor licensing officer within the 21 day period from the date of lodgement.”.

Amendment of section 36(2) of Act 6 of 2016

12. Section 36(2) of the principal Act is hereby amended by the substitution for subsection (2) of the following subsection:

“(2) If the applicant fails to comply with the notice referred to in subsection (1) (b), the liquor licensing officer must [~~decline~~] in a manner prescribed, accept the application and forthwith inform the applicant of the defect in the application and forward such application to the [Chief Executive Officer] officer for a decision [accordingly].”.

Amendment of section 37(1) of Act 6 of 2016

13. Section 37(1) of the principal Act is hereby amended by the substitution for subsection (2) of the following subsection:

“Inspections

“37.(1) On expiry of the periods referred to in section 35(1) and (4), the liquor licensing officer must direct an inspector as contemplated in section 73(1)(a) to carry out an inspection to determine –

- (a) the physical address or description of the location of the premises;
- (b) the proximity of other licensed premises within residential areas, schools and religious institutions to the proposed premises; [~~and~~]
- (c) the details referred to in section 33(2)(e) and
- (d) the criteria referred to in section 40(5) and (6).”.

Amendment of section 40(5) of Act 6 of 2016

14. Section 40(5) of the principal Act is hereby amended by the substitution for subsection (2) of the following subsection:

“(5) Before granting an application, the Board of the Liquor Authority must satisfy itself that –

- (a) the granting of the application will be in the public interest;
- (b) the applicant is not disqualified from holding a licence in terms of this Act;
- (c) the premises upon which the sale or consumption of liquor will take place are or will upon completion be suitable for use by the applicant for the purposes of the

licence; and

(d) the use of the proposed premises for the proposed activity would not be contrary to existing zoning laws or land use rights and relevant tribal authority resolutions including relevant minutes of such tribal resolutions.".

Amendment of section 43 of Act 6 of 2016

15. Section 43 of the principal Act is hereby amended by the substitution for subsections (1) and (2) of the following subsections:

"Communication of decision

43.(1) Within seven days of the Board of the Liquor Authority having made a decision on an application, **[the Chief Executive Officer]** an officer must communicate the decision in writing –

- (a) to the applicant and, where the application has been granted subject to conditions or has been refused, provide reasons for the decision; and
- (b) to any person who objected to or made representations in the manner prescribed, where the application has been granted.

(2) **[The Chief Executive Officer]** An officer must simultaneously inform the applicant that the licence will be issued upon payment of the prescribed fee."

Amendment of section 44 of Act 6 of 2016

16. Section 44 of the principal Act is hereby amended by the substitution for subsections (1), (2), (4) and (5) of the following subsections:

"Applications

44.(1) Any person who intends to engage in the retail sale of liquor at a special event for consumption on the premises, must –

- (a) lodge an application for a special events permit with the **[Liquor Authority]** Officer, in the prescribed manner, not less than 14 days prior to the date of the event; and
- (b) pay the prescribed application fee in the prescribed manner.

(2) The **[Liquor Authority]** Officer may dispense with the prescribed period contemplated in subsection (1)(a) if such a period places an unfair burden on the applicant.

(3) The application must –

- (a) specify the following particulars –

- (i) the physical address of the premises where the special event will take place or a description of the location of the premises in terms of identifiable landmarks;
 - (ii) a detailed written motivation in support of the application;
 - (iii) the required particulars of the applicant; and
- (b) be accompanied by a letter from the organizer of the special event consenting to the issue of a special events permit to the applicant for that event.

(4) The **[Chief Executive]** Officer must –

- (a) receive all such applications;
- (b) endorse on each such application the date of receipt;
- (c) compile a list of the applicants and retain and maintain the list as part of the report register contemplated in section 20(1)(b); and
- (d) on receipt of the application, examine the application in order to determine whether it is complete.

(5) If the **[Chief Executive]** Officer determines that the application is incomplete, he or she must notify the applicant in writing and call upon the applicant to supplement or remedy the incomplete application within five days."

Amendment of section 45 of Act 6 of 2016

17. Section 45 of the principal Act is hereby amended by the substitution for subsections (1), (2), (3) and (6) of the following subsections:

"Consideration of applications by **[Board of Liquor Authority] Officer**

45.(1) On receipt of a complete application for a special events permit, the **[Liquor Authority]** Officer must –

- (a) consider the application; and
- (b) in doing so, consider all documents submitted in support of the application.

(2) The **[Liquor Authority] Officer may –**

- (a) grant the application, subject to such conditions as it deems appropriate; or
- (b) refuse the application.

(3) Before granting an application, the **[Liquor Authority]** Officer must be satisfied that the retail sale of liquor for consumption on the premises concerned is not the principal business of the applicant and is incidental to the special event.

(4) An applicant whose application for a special events permit is successful may only sell liquor –

- (a) for consumption on the premises where the special event is held; and
- (b) at the place where, and during the times when, the special event is held, as set out in the application for a special events permit.

(5) A holder of a special events permit may not lease, sell, cede or in any other way transfer the permit to any other person or allow any other person to carry on business in terms of the permit.

(6) Any person who –

- (a) sells liquor at a special event without being in possession of a special events permit issued for that event;
 - (b) is the holder of a special events permit and fails to comply with the conditions imposed by the [Liquor Authority] Officer as contemplated under subsection (2)(a), or fails to comply with subsection (4); or
 - (c) contravenes subsection (5),
- commits an offence.”.

Amendment of section 46 of Act 6 of 2016

18. Section 46 of the principal Act is hereby amended by the substitution for the following sections:

“Communication of decision

46. Once the [Liquor Authority] Officer has made a decision on an application for a special events permit, the [Chief Executive] Officer must communicate the decision to the applicant and, where applicable, inform the applicant that the permit will be issued upon payment of the prescribed fee.”.

Amendment of section 47(3) of Act 6 of 2016

19. Section 47(3) of the principal Act is hereby amended by the substitution for subsection (3) of the following subsection:

“(3) [The Chief Executive Officer] An officer must –

- (a) receive all such applications directly from the applicants or from the local officers;
- (b) endorse on each such application the date of receipt;
- (c) compile a list of applicants and retain and maintain the list as part of the

report register contemplated in section 20(1)(b); and
(d) on receipt of the application, examine the application in order to determine whether it is complete.”.

Amendment of section 47(4) of Act 6 of 2016

20. Section 47(4) of the principal Act is hereby amended by the substitution for subsection (4) of the following subsection:

“(4) If [the Chief Executive Officer] an officer determines that the application contemplated in section 47(1) is incomplete, he or she must within a reasonable period issue a notice in the prescribed form, calling on the applicant to supplement or remedy the incomplete application within 14 days.”.

Amendment of section 48(1) of Act 6 of 2016

21. Section 48(1) of the principal Act is hereby amended by the substitution for subsection (1) of the following subsection:

“(1) [The Chief Executive Officer] An officer must within 14 days of receipt of a complete application contemplated in section 47(1), request an inspector to inspect the premises to determine the suitability thereof..”.

Amendment of section 51 of Act 6 of 2016

22. Section 51 of the principal Act is hereby amended by the substitution for subsections (1) and (2) of the following subsections:

“Communication of decision

51.(1) Within seven days of the Liquor Authority having made a decision on an application, [the Chief Executive Officer] an officer must communicate the decision in writing to the applicant, and where the application has been granted subject to conditions or has been refused, provide reasons for the decision.

(2) The [Chief Executive Officer] officer must simultaneously inform the applicant that the licence will be issued upon payment of the prescribed fee.”.

Amendment of section 54(1) of Act 6 of 2016

23. Section 54(1) of the principal Act is hereby amended by the substitution for subsections (1) of the following subsections:

“Licence certificate [or permit]

54.(1) [The Chief Executive Officer] An officer must, after a licence or permit has

been granted by the Liquor Authority and after having received payment of the prescribed licence [or permit] fee –

(a) issue a licence certificate [or permit] in the applicant's name in the prescribed form, which must include –

- (i) a licence [or permit] number;
- (ii) the date on which the applicant's name was entered in the register;
- (iii) the premises in respect of which a licence or permit has been granted, if applicable;
- (iv) the terms and conditions upon which the licence [or permit] was granted, including the trading days and trading hours; and
- (v) the category of licence or permit; and

(b) send the licence certificate or permit to the applicant.”.

Amendment of section 55 of Act 6 of 2016

24. Section 55 of the principal Act is hereby amended by the substitution for subsections (2), and (4) of the following subsections:

“Effects of licensing

55.(1) The licence certificate or permit issued to a person or a duly certified copy thereof, is sufficient proof that the person –

- (a) has met all the requirements for a valid licence or permit to have been granted; and
- (b) has been licensed or permitted in terms of this Act.

(2) A licensed person must –

- (a) reflect his, her or its licensed status and licence [or permit] number on all of that person's Departmental correspondence
- (b) display a certified copy of the licence certificate [or permit] at any fixed premises in respect of such licensing, including a certified copy of the terms and conditions applicable to the licence [or permit]; and
- (c) display a certified copy of proof of payment of the annual fee.

(3) Upon the issue of a licence or permit the licensed person is permitted to commence trade forthwith.

(4) A licensed person must for the duration of the licence [or permit] show a clear and continuous commitment to the social responsibility programme as contemplated in section 4(b).

(5) Any person who fails to comply with the provisions of subsection (2)(a)(b) and (c) commits an offence.”.

Amendment of section 56(5) of Act 6 of 2016

25. Section 56(5) of the principal Act is hereby amended by the substitution for subsection (5) of the following subsection:

“(5) If the annual fee, together with the penalty referred to in subsection (4), is not paid during the seventh month after the annual fee is due, the Liquor Authority must instruct **[the Chief Executive Officer]** an officer to, subject to the relevant provisions of the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000), –

- (a) cancel the licence in question;
- (b) endorse the register accordingly; and
- (c) notify the licensed person in writing of the cancellation, the reasons for the cancellation and the date of the cancellation.”.

Amendment of section 57 of Act 6 of 2016

26. Section 57 of the principal Act is hereby amended by the substitution for subsections (1) and (2) of the following subsections:

“Cancellation of licence on grounds of disqualification

57.(1) If a licensed person becomes disqualified or otherwise incompetent in terms of this Act, the Liquor Authority must instruct **[the Chief Executive Officer]** an Officer to –

- (a) cancel the person’s licence certificate **[or permit]**;
- (b) notify the person in writing of the cancellation, the reasons therefor and the date on which the licence or permit was cancelled; and
- (c) amend the register accordingly.

(2) For the purposes of subsection (1), cancellation takes effect on the date on which the licence certificate **[or permit]** is cancelled by **[the Chief Executive Officer]** an Officer.

(3) When a licence certificate **[or permit]** has been cancelled in terms of subsection (1), all the rights, benefits and allowances accruing therefrom lapse immediately.”.

Amendment of section 58 of Act 6 of 2016

27. Section 58 of the principal Act is hereby amended by the substitution for subsection (1) and (3) of the following subsections:

"Cancellation of licence due to non-trading

58.(1) The Liquor Authority may, on application by an interested person in the prescribed manner, cancel a licence where the Liquor Authority is satisfied that the licence holder has not been trading in the manner contemplated by the licence for a continuous period of ~~[12]~~18 months.

(3) Once a licence has been cancelled by the Liquor Authority, ~~[the Chief Executive Officer]~~ an officer must amend the register and notify the licence holder in writing accordingly."

Amendment of section 59 of Act 6 of 2016

28. Section 59 of the principal Act is hereby amended by the substitution for subsections (1), (2) and (3) of the following subsections:

"Voluntary surrender of liquor licence and winding-up or dissolution

59.(1) A licensed person may surrender his, her or its liquor licence ~~[or permit]~~ voluntarily by sending the Liquor Authority a notice in writing –

- (a) stating the person's intention and reasons for the voluntary surrender; and
- (b) specifying a date, at least 60 days after the date of the notice, on which the surrender is to take effect.

(2) If a licensed person ~~[or permit holder]~~ is sequestered or wound up or ceases to trade as a licensed person, that person must within 30 days of the sequestration, winding-up or cessation of trade, send to the Liquor Authority a written notice –

- (a) stating that fact; and
- (b) containing certified copies of all relevant documents confirming the sequestration, winding-up or cessation of trade.

(3) Upon receiving a notice referred to in subsection (1) and (2), the Board of the Liquor Authority must instruct the ~~[Chief Executive]~~ Officer to –

- (a) cancel the licence certificate ~~[or permit]~~ of the person or endorse the transfer of the person's licence certificate ~~[or permit]~~ to the relevant administrator, with effect from the date specified in the notice;
- (b) amend the register accordingly; and

(c) notify the person and the relevant administrator, if any, in writing of the date on which cancellation or transfer to the administrator was effected in the register.”.

Amendment of section 60 of Act 6 of 2016

29. Section 60 of the principal Act is hereby amended by the substitution for subsections (1), (2) and (3) of the following subsections:

“Death or incapacity of certain licensed persons [or permit holders]

60.(1) If a licensed person [or permit holder] dies, is sequestrated, placed in liquidation or under judicial management, or is declared by a court to be incapable of handling his or her own affairs –

- (a) the relevant administrator must, subject to the law regarding deceased estates, insolvency, judicial management or mental health, as from the date of his or her appointment as such, for all purposes become the licensed person [or permit holder]; and
- (b) the relevant administrator may, for the purposes of the administration or management of the estate concerned, conduct the business to which the licence [or permit] relates.

(2)(a) The Liquor Authority may –

- (i) on application by any person; and
- (ii) if satisfied that every person who has a financial interest in the business referred to in subsection (1) has been given reasonable notice of the application,

appoint any person who is not disqualified or otherwise incompetent in terms of this Act to hold the relevant licence [or permit], to conduct the business until the appointment of the relevant administrator.

(b) Subject to the appointment of the relevant administrator, a person appointed in terms of paragraph (a) is, subject to the law regarding deceased estates, insolvency, judicial management or mental health, for the period of his or her appointment regarded as the licensed person [or permit holder].

(3) If the only member of a company or close corporation which is a licensed person [or permit holder] dies, is sequestrated, liquidated or placed under judicial management, or is declared by a court to be incapable of handling his or her own affairs, subsections (1) and (2) apply with the necessary changes.”.

Amendment of section 64(1) of Act 6 of 2016

30. Section 64(1) of the principal Act is hereby amended by the substitution for subsection (1), of the following subsection:

“Alteration of licensed premises [or nature of business]

“64.(1) A licensed person may not, except with the prior consent of the Liquor Authority –

- (a) [**materially**] change the [**nature**]structure of the business in respect of which the licence was granted from that described in the application considered by the Liquor Authority when granting the licence; or
- (b) carry out any structural alteration, addition, reconstruction or extension of, or to, the licensed premises.”.

Amendment of section 65 of Act 6 of 2016

31. Section 65 of the principal Act is hereby amended by the substitution for subsections (1), and (2) of the following subsections:

“Storage of Liquor

65.(1) A licensed person [**or permit holder**] must store his or her liquor on the licensed premises or in such other or additional place within the Province as the Liquor Authority may grant.

(2) The licensed person [**or permit holder**] contemplated in subsection (1), may not sell liquor in or from such other or additional place of storage.

(3) Any person who fails to comply with subsections (1) and (2) commits an offence.”.

Amendment of section 67 of Act 6 of 2016

32. Section 67 of the principal Act is hereby amended by the substitution for section 67, of the following section:.

“[Transfer] Removal of licence from licensed premises to other premises

67. A licensed person may apply to the Liquor Authority in the manner prescribed for the [**transfer**]removal of a licence from the licensed premises to other premises situated in the same [**district or metropolitan**] local municipality.”.

Amendment of section 81 of Act 6 of 2016

33. Section 81 of the principal Act is hereby amended by the substitution for subsections (1).

(2), (3), (11), (12), (13) and (14) of the following subsections:

“Compliance notices

81.(1) Where an inspector is of the opinion that a licensed person [or permit holder] has breached the terms and conditions of a licence [or permit] or has failed to comply with the provisions of this Act, the inspector must issue and serve upon that licensed person [or permit holder] or any person in control of licensed premises, a compliance notice in the prescribed form.

(2) A compliance notice must stipulate –

- (a) the provisions of this Act or the conditions of the licence which must be complied with;
- (b) the nature and extent of the non-compliance;
- (c) the measures which must be taken to comply;
- (d) the date by which compliance must be completed; and
- (e) the possible consequences of non-compliance, which may include cancellation of the licence [or permit].

(3) A compliance notice remains in force until the date for compliance or any extension thereof, or the issue by the inspector of a certificate of compliance, whichever is the earlier.

(4) An inspector may, at the request of the person served with the compliance notice, extend the period of compliance, upon good cause shown, by issuing an amended compliance notice.

(5) If the person served with the compliance notice has complied therewith, the inspector must issue a certificate of compliance.

(6) A person served with a compliance notice may lodge an objection with the Inspector in the prescribed manner and state the grounds for the objection.

(7) An inspector receiving an objection in terms of subsection (6) must, within the prescribed period submit the compliance notice, the objection in terms of subsection (6) and any other document which he or she deems relevant, to the Liquor Authority who must determine whether or not the complaint set out in the compliance notice is justified.

(8) In making a determination as contemplated in subsection (7), the procedure as set out in section 44, read with the necessary changes, must be followed.

(9) The Liquor Authority may –

- (a) if it decides that the complaint set out in the compliance notice is unjustified, set it aside; or
- (b) if it finds the complaint to be justified, order that the compliance notice be complied with by such date as it may determine.

(10) An inspector must after the period stipulated for compliance submit a report on compliance to the Liquor Authority.

(11) If the order referred to in subsection (9)(b) –

- (a) has been complied with, the inspector must issue a certificate of compliance; or
- (b) has not been complied with, the Liquor Authority may forthwith cancel the licence **[or permit]**.

(12) In the event that the licensed person **[or permit holder]** who is served with the compliance notice has failed to comply with the notice and has not objected to the notice as contemplated in subsection (6) within the prescribed period, the inspector must submit the compliance notice and all relevant documentation to the Liquor Authority for consideration.

(13) If the Liquor Authority makes a finding of non-compliance with the compliance notice, it may cancel the licence **[or permit]**.

(14) The Liquor Authority must inform the licence **[or permit holder]** in writing of the cancellation of the licence **[or permit]** as contemplated in subsection (11) (b) and (13) respectively, and provide reasons for such cancellation.

(15) Proof of non-compliance with a compliance notice at a meeting of the Liquor Authority constitutes *prima facie* proof of the commission of the offences, or transgressions of the licence conditions stipulated in the compliance notice.

(16) Any person who fails to comply with a compliance notice, commits an offence.”.

Amendment of section 82 of Act 6 of 2016

34. Section 82 of the principal Act is hereby amended by the substitution for subsections (4), (5), (6), (7), (9), (10) and (11) of the following subsections:

"Interim order of suspension

82.(1) A magistrate or, if the magistrate is not available, any police officer of or above the rank of warrant officer may, if he or she is of the opinion that a strike or lock-out or public disturbance, disorder, riot or public violence is occurring or threatening at or near any licensed premises or any premises on or place in which liquor may be sold without a licence, in such manner as may appear to him or her in the circumstances or the case to be the most effective, order a holder of the licence or an exempted person concerned, as the case may be, or a manager or agent of that holder or person, to close the premises or place concerned during such times or for such periods as the magistrate or the police officer concerned may think fit.

(2) A holder of a licence or an exempted person, or his or her manager or agent, must, on receipt of an order given under subsection (1), forthwith comply therewith, and, if he or she fails to do so, the person who has given the order may take such steps and use or cause to be used such force as he or she may think necessary to close the premises or place concerned.

(3) Any order given under subsection (1), may at any time be withdrawn –

- (a) by the magistrate or police officer who gave such an order;
- (b) where such an order was given by the magistrate, by any other magistrate of the district concerned;
- (c) where such an order was given by a police officer, by a police officer of more senior rank.

(4) An order granted in terms of subsection (1) must be served upon the licensed person [or permit holder] as directed by the Liquor Authority and comes into effect upon the date and at the time of service thereof.

(5) An order granted in terms of subsection (1) must stipulate a date upon which the licensed person [or permit holder] must appear before the Liquor Authority to show cause why the order should not be made final.

(6) A licensed person [or permit holder] may, prior to the date stipulated in subsection (4) lodge with the Liquor Authority a notice of opposition and must

thereafter lodge affidavits setting out the grounds upon which the application is opposed.

(7) A licensed person [or permit holder] may at any time prior to the date stipulated in terms of subsection (4) apply to the Liquor Authority to set the matter down for hearing on an earlier date.

(8) The Liquor Authority may order the return date to be brought forward to an earlier date.

(9) Upon the date of the hearing of the application the Liquor Authority may discharge the interim order or confirm it, together with an order compelling the licensed person [or permit holder] to rectify the breach of the terms and conditions or the non-compliance with the Act or the complaint referred to in subsection (1)(b), within the prescribed period.

(10) If a licensed person [or permit holder] fails to comply with the order contemplated in subsection (9), the Liquor Authority –

- (a) may cancel the licence [or permit]; and
- (b) must notify the licensed person [or permit holder] in writing of the cancellation, together with reasons.

(11) A licence [or permit] which has been suspended in terms of subsection (1) and (9) remains valid in all respects, except that the licensed person [or permit holder] may not sell or micro-manufacture liquor in terms thereof during the period of suspension."

Amendment of section 83 of Act 6 of 2016

35. Section 83 of the principal Act is hereby amended by the substitution for subsections (1) and (2) of the following subsections:

"Effective date of cancellation

83.(1) Cancellation of a licence [or permit] in terms of sections 81(11) (b) and (13) and in terms of any other provision of this Act, takes effect upon the date of cancellation by the Liquor Authority.

(2) The [Chief Executive] Officer must amend the register accordingly."

Insertion of Section 84A in of Act 6 of 2016

36. The following section is inserted after section 84 of the principal Act:

“Prohibitions**84A.(1) No person may –**

- (a) sell liquor without a valid licence or permit issued in terms of this Act;
- (b) sell liquor outside the licensed premises demarcated for on-consumption;
- (c) sell liquor for off-consumption whilst being a licence holder for on-consumption;
- (d) allow a minor to enter licensed premises; or
- (e) disturb an inspector or any officer of the Liquor Authority from performing his or her functions.

(2) A license holder may not –

- (a) sell liquor on unlicensed premises;
- (b) transfer a licence without approval from the Liquor Authority;
- (c) allow any person to leave with or remove any liquor from on-consumption licensed premises;
- (d) sell liquor outside trading days and trading hours prescribed in terms of the Act; or
- (d) play or allow any person to play loud music outside the licensed premises after 22h00.

(3) The provisions of subsection (1)(d) do not apply to a holder of an accommodation, grocer and restaurant licence holder.

(4) Any person contravening the provisions of subsections (1) and (2), commits an offence.”

Amendment of section 90 of Act 6 of 2016

37. Section 90 of the principal Act is hereby amended by the substitution for subsections (1), (2), (3), (4) and (5) of the following subsections:

“Cancellation of licence [or permit] on conviction of offence

90.(1) Subject to subsection (3), the Liquor Authority must cancel the licence certificate [or permit] of any person convicted of an offence in terms of this Act.

(2) Where a court has convicted a person of an offence in terms of this Act, the [Chief Executive] Officer or clerk of the court must inform the Liquor Authority

accordingly.

(3) If the Liquor Authority is satisfied that circumstances exist which do not justify the cancellation referred to in subsection (1), it may resolve not to cancel the licence [or permit].

(4) For the purposes of this section, cancellation of a licence [or permit] takes effect on the date on which the licence certificate [or permit] is cancelled by the Liquor Authority.

(5) When a person's licence certificate [or permit] has been cancelled in terms of subsection (1), all the rights, benefits and allowances accruing therefrom lapse immediately.

(6) The responsible Member must prescribe, by regulation, the procedure to be followed in terms of this section after a court has convicted a person of an offence in terms of this Act.”.

Amendment of section 93 of Act 6 of 2016

38. Section 93 of the principal Act is hereby amended by the substitution for subsections (2), (3) and (4) of the following subsections:

“Conversion of licences [approvals, notices and determinations]

93.(1) Notwithstanding the provisions of section 31, and in accordance with the transitional provisions of the Liquor Act –

(a) every licence or approval set out in the first column of Schedule 2 and in force immediately before the date of commencement of this Act, is from the commencement date of this Act regarded as a licence in the category set out in the second column of Schedule 2: Provided that –

(i) the terms and conditions and trading days and trading hours applicable to such licence, immediately prior to this Act coming into effect, continue in force until the date upon which such licence is required to be renewed in terms of the Liquor Act, 1989 (Act No. 27 of 1989);

(ii) the said terms and conditions and trading days and trading hours are not inconsistent with the provisions of this Act; and

(iii) in the event that the said terms and conditions or trading days and trading hours are inconsistent with the provisions of this Act, then the

provisions of this Act are applicable;

- (b) a notice issued in terms of section 33 of the Liquor Act, 1989 (Act No. 27 of 1989), and in force immediately before the date of commencement of this Act, are regarded as conditions set out in writing in terms of section 46 and 55 of this Act; and
- (c) any determination made in terms of section 51 of the Liquor Act, 1989 (Act No. 27 of 1989), and in force immediately before the date of commencement of this Act, is regarded as a consent granted in terms of section 64(1) of this Act.

(2)(a) The holders of the licences[, **approvals, notices and determinations**] referred to in subsection (1) are entitled to a licence certificate [**or permit**] in terms of section 54 of this Act for the relevant category of licence as contemplated in section 31, without having to comply with the application procedure for such a licence [**or permit**] contemplated in Chapter 6.

(b) All existing terms and conditions and trading hours applicable to such licences [**,approvals, notices and determinations**] must be endorsed on the licence certificate in accordance with subsection (1).

(3)(a) The holders of the licences[, **approvals, notices and determinations**] referred to in subsection (1) must receive such licence certificate [**or permit**] upon presentation to the Liquor Authority of proof of their licences[, **approvals, notices and determinations**] referred to in subsection (1) and the terms and conditions and trading hours to which such licences[, **approvals, notices and determinations**] are subject, and upon payment of the annual fee prescribed in terms of section 56.

(b) The holders of the licences[, **approvals, notices and determinations**] referred to in subsection (1) must obtain their licence certificates [**or permits**] under this Act within three years of the commencement of this Act.

(4) In the event that a holder does not convert the licences[, **approvals, notices and determinations**] within the prescribed period referred to in subsection (3)(b), such licences[, **approvals, notices and determinations**] become invalid, as provided for in the transitional provisions of the Liquor Act.

(5) In accordance with item 7 of Schedule 1 to the Liquor Act, any application for a liquor licence made under the Liquor Act, 1989 (Act No. 27 of 1989), before the date of the repeal of that Act and not disposed of prior to that date, must be disposed of in

terms of that Act, despite its repeal.”.

Amendment of section 94 of Act 6 of 2016

39. Section 94 of the principal Act is hereby amended by the substitution for subsections (4) and (6) of the following subsections:

“(4) **[The Chief Executive Officer]** An officer must maintain a record in the prescribed manner of each application referred to in subsection (1).

(6) If the application referred to in subsection (1) is granted, **[the Chief Executive Officer]** an officer must forthwith issue a written temporary amnesty notice to the applicant in respect of a category of licence referred to in section 31, setting forth the prescribed information.”.

Amendment of section 95(2) of Act 6 of 2016

40. Section 95(2) of the principal Act is hereby amended by the substitution for subsection (2) of the following subsection:

“(2) Notwithstanding anything to the contrary contained in this Act, on the date on which this Act comes into operation, any lawful act, determination, designation, decision, matter or any other thing done, made, taken, executed or carried out or purported to have been done, made, taken, executed or carried out by the Liquor Board or a member of staff of the Liquor Board, including a member of the Liquor Board or **[the Chief Executive Officer]** an officer of the Liquor Board, or the responsible Member, in pursuance of the Liquor Act, is regarded to have been done, made, taken, executed or carried out or issued under this Act.”.

Substitution of Schedule 2 of Act 6 of 2016

41. Schedule 2 of the principal Act is hereby substituted with the following Schedule:

SCHEDULE 2

Conversion of licences[, approvals, notices and determinations] (Section 93)

Category/ type of licence or approval in force immediately before the date of commencement of this Act	Category of licence deemed to be in force from the date of commencement of this Act, subject to section [98]93(4)
An exemption referred to in section 4(1) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(ii) or (vii) of this Act
A hotel liquor licence referred to in section 20(a)(i) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(i) of this Act

Category/ type of licence or approval in force immediately before the date of commencement of this Act	Category of licence deemed to be in force from the date of commencement of this Act, subject to section [36]31(4)
A restaurant liquor licence referred to in section 20(a)(ii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(ii) of this Act
A wine-house licence referred to in section 20(a)(iii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(vii) of this Act
A theatre liquor licence referred to in section 20(a)(iv) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1) (a)(ix) of this Act
A club liquor licence referred to in section 20(a)(v) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(iii) of this Act
A sorghum beer licence referred to in section 20(a)(vi) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(vii) or (viii) of this Act
A special licence referred to in section 20(a)(vii) of the Liquor Act, 1989	A licence for the retail sale of liquor in a category referred to in section [36]31(1)(a) most similar to that category of this Act
A temporary liquor licence referred to in section 20(a)(viii) of the Liquor Act, 1989	A special events permit referred to in section [36]31(1)(c) of this Act
An occasional licence referred to in section 20(a)(ix) of the Liquor Act, 1989	A special events permit referred to in section [36]31(1)(c) of this Act
A brewer's licence referred to in section 20(b)(ii) of the Liquor Act, 1989	A licence for the micro-manufacture, of liquor referred to in section [36]31(1)(d) of this Act, if applicable
A liquor store licence referred to in section 20(b)(iii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(b)(i) of this Act
A grocer's wine licence referred to in section 20(b)(iv) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(b)(ii) of this Act
A wine farmer's licence referred to in section 20(b)(v) of the Liquor Act, 1989	A licence for the micro-manufacture of liquor referred to in section [36]31(1)(d) of this Act
A sorghum beer brewer's licence referred to in section 20(b)(vi) of the Liquor Act, 1989	A licence for the micro-manufacture of liquor referred to in section [36]31(1)(d)
A special licence referred to in section 20(b)(viii) of the Liquor Act, 1989	A licence for the retail sale of liquor in a category referred to in section [36]31(1)(b) of this Act most similar to that category
A producer's licence referred to in section 20(b)(ix) of the Liquor Act, 1989	A licence for the micro-manufacture, including wholesale supply, of liquor referred to in section [36]31(1)(d) of this Act, if applicable
An approval granted in terms of section 60 of the Liquor Act, 1989, to a holder of a wine-house licence	A licence for the retail sale of liquor referred to in section [36]31(1)(b)(i) of this Act
A sports ground liquor licence referred to in section 189 of the Liquor Act,	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(vi) of this Act

Category/ type of licence or approval in force immediately before the date of commencement of this Act	Category of licence deemed to be in force from the date of commencement of this Act, subject to section [98]93(4)
1989	
A special licence (Tavern) referred to in section 20(a)(vii) of the Liquor Act, 1989	A licence for the retail sale of liquor referred to in section [36]31(1)(a)(viii) of this Act

Substitution of Schedule 3 of Act 6 of 2016

42. Schedule 3 of the principal Act is hereby substituted with the following Schedule:

"SCHEDULE 3

Trading days and trading hours (Section [61] 70)

[CATEGORY A: ON-CONSUMPTION	TRADING HOURS	TRADING DAYS
1. Accommodation	10h00 – 00h00	Every day
2. Restaurant	10h00 – 00h00	Every day
3. Club	10h00 – 00h00	Every day
4. Nightclub	10h00 – [00h00] 02h00 18h00 – 06h00	[Every day] Monday to Saturday Sun & Public Holidays
5. Gaming premises	10h00 – 00h00	Every day
6. Sports ground	10h00 – 00h00	[Any] Every day
7. Pub	10h00 – 00h00	Every day
8. Tavern	10h00 – 00h00	Every day
9. Theatre	10h00 – 00h00	Every day
CATEGORY B: OFF-CONSUMPTION	TRADING HOURS	TRADING DAYS
1. Liquor store	08h00 – 20h00 09h00 – 17h00	Monday – Saturday [Closed on] Sundays and Public Holidays
2. Grocer's [wine] store	08h00 – 17h00 09h00 – 17h00	Monday – Saturday [Closed on] Sundays and Public Holidays
CATEGORY C: SPECIAL EVENTS PERMIT	TRADING HOURS	TRADING DAYS
[Special events permit]	[Starting of event – Closing of event]	[Any day]

1. Business 2. Residential	<u>10h00 – 00h00</u> <u>10h00 – 22h00</u>	<u>On the day of the event</u> <u>On the day of the event</u>
CATEGORY D: MICRO-MANUFACTURER	TRADING HOURS	TRADING DAYS
Micro-manufacturer	<u>[07h00 – 18h00] 24 hours</u>	Every day"

Short title

43. This Act is called the North West Liquor Licensing Amendment Act, 2019.

PROVINCIAL NOTICE 1023 OF 2025

Department of Economic Development, Environment, Conservation and Tourism

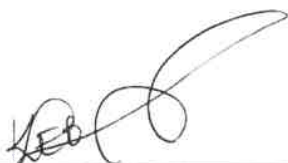
PROCLAMATION**BY**

**MEMBER OF EXECUTIVE COUNCIL RESPONSIBLE FOR ECONOMIC DEVELOPMENT ENVIRONMENT CONSERVATION AND TOURISM:
DETERMINATION OF EFFECTIVE DATE FOR THE NORTH WEST LIQUOR LICENSING ACT NO. 6 OF 2016 AND THE AMENDMENT ACT NO. 2 OF 2019**

I, Keobiditse Evelyn Bitsa Lenkopane, Member of the Executive Council responsible for the Department of Economic Development, Environment, Conservation and Tourism, having received a ratification from Mr. Mpho Parks Tau, the Minister of Trade, Industry and Competition, hereby publish the North West Liquor Licensing Act, Act No. 6 of 2016 read with North West Liquor Licensing Amendment Act, Act No. 2 of 2019, and the Regulations thereto, and determine the 1st April 2025 to be the effective date of and the coming into operation of the provincial Act and Regulations.

The Act is hereto posted on the Government Gazette and in our departmental website. All licensees in the North West Province are urged to take notice of the provisions of the new legislation particularly in relation to the conversion and payable licensing fees and any transitional compliance thereto.

GIVEN UNDER MY HAND AT MAFIKENG ON THIS 1st DAY OF APRIL 2025.



HONOURABLE K. E. B. LENKOPANE
MEC: DEPARTMENT OF ECONOMIC DEVELOPMENT ENVIRONMENT
CONSERVATION AND TOURISM
DATE: 1 April 2025

CONTINUES ON PAGE 130 OF BOOK 2

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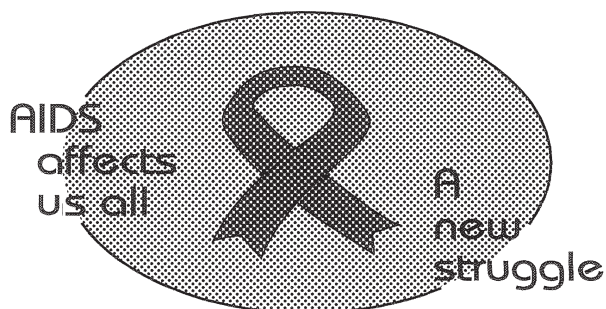
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PART 2 OF 2

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PART I INTRODUCTORY PROVISIONS

Definitions

1. In these Regulations, "the Act" means the North West Liquor Licensing Act, 2016 (Act No. 6 of 2016) and any word or expression to which a meaning is assigned in the Act bears the meaning so assigned to it and, unless the context otherwise indicates –

"applicant" means any person who applies in writing to the Liquor Authority in terms of the Act;

"application" means any application lodged with the Liquor Authority which meets all the requirements as set out in the Act;

"Code of Conduct" means the Code of Conduct of Members of the Liquor Authority referred to in Part VII of these regulations;

"guidelines" means a policy or procedural manual developed by the responsible member subject to amendments from time to time when necessary to –

(a) assist the Liquor Authority in carrying out its mandate;

- (b) guide an applicant in the application process in terms of these regulations;
- (c) guide the licensed traders in terms of compliance with the Act; and
- (d) guide any other party in terms of compliance with the Act.

"member" means a member of the Liquor Authority appointed in terms of section 8(1)(a) of the Act;

"person" means a natural or juristic person;

"public facilities" means public buildings, structures or land developed for the use of the public within a rural, urban or peri-urban area;

"regulations" includes all the annexures; and

"substituted service" means service of documents or notices by e-mail or publication in a newspaper circulating in an area where an individual or a number of individuals, having a direct or indirect interest in the matter, reside/s.

PART II

APPLICATION FOR LIQUOR LICENCE IN TERMS OF SECTION 33 OF ACT

Lodging of application for liquor licence in respect of licence categories listed under sections 31(1)(a) of Act

2.(1) A person applying for a liquor licence in respect of the categories listed under section 31 of the Act must lodge such application with the liquor licensing officer and must pay the application fee contemplated in Annexure B.

(2) The application contemplated in subregulation (1) must be lodged with the liquor licensing officer on any day excluding declared public holidays and weekends at an address provided for by the Liquor Authority in the application form.

(3) An application lodged with the liquor licensing officer as contemplated in subregulation (1) is treated as duly lodged when all necessary documents and information contemplated in sections 33(2) and 47(2) of the Act have been submitted to the Liquor Authority, by a liquor licensing officer.

(4) A liquor licensing officer may not accept any incomplete application.

Form of application for liquor licence in respect of licence categories listed under sections 31(1)(a) of Act

3.(1) An applicant must submit a written application in capital letters and in triplicate, for a licence, using Form NWLA 1 of Annexure A and must –

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

(2) Every such application must, at the time lodged with the Liquor Authority, be accompanied by –

- (a) a plan of the premises clearly showing –
 - (i) the dimensions of each room;
 - (ii) all doors, windows and counters;
 - (iii) the entries and exits to the premises; and
 - (iv) the street and places to which such entries and exits lead; and
- (b) a description and size of the premises in square metres with reference to the rooms, including kitchens, ablution facilities, store rooms and the service area where liquor is to be served;
- (c) where the building is already in erected, colour photographs clearly depicting the requirements of paragraph (b) above must be included with the plan; and
- (d) a comprehensive written representation or motivation in support of the application which must include –
 - (i) public interest requirements contemplated in section 40(6) of the Act, which must include –
 - (aa) the need for a liquor outlet in the area;
 - (bb) the socio-economic impact of a liquor outlet in the area; and
 - (cc) the capability of the applicant to run the outlet; and
 - (ii) the number of people to be employed;
 - (iii) the social responsibility program proposal by the applicant;
 - (iv) the proximity of other licensed outlets, learning institutions and religious institutions and other public recreational facilities within the 500m radius to the proposed premises;
 - (v) the security plan contemplated in Annexure S, including the impact assessment on the prevalence of crime as contemplated in section 40(6)(b)(i) of the Act;

- (vi) the criteria as contemplated in section 40(6)(b) of the Act;
- (vii) a valid and active tax clearance certificate; and
- (viii) a police clearance certificate.

Inspection report (section 37(1)(b) of Act)

4 (1) An inspector appointed in terms of section 73(1)(a) of the Act, must conduct an inspection and submit a report in terms of section 38(1)(b) of the Act, contained in Form NWLA 5A of Annexure F1.

Inspections (section 38(1)) of Act

(2) Where the liquor licensing officer has, in terms of 37(1) of the Act, directed an inspector, appointed in terms of section 73(1)(a) of the Act, to carry out an inspection, such inspector must do so and submit a report by completing Form NWLA 5A of Annexure F1, to the liquor licensing officer within 14 days after conducting such an inspection.

Procedure in relation to objections or representations in terms of section 35 of Act

5.(1) A person making representations or lodging objections to an application for a liquor licence lodged in terms of section 33 of the Act must comply with the requirements as set out in section 35(3) of the Act.

(2) Upon receipt of written representations, the Liquor Authority must cause a copy of such representations to be sent by registered post or delivered to an applicant, advising such applicant to respond in writing to the written representations or submissions regarding the proposed award of the licence.

Delivery of written notice from Liquor Authority in terms of section 39(4)(a) of Act

6.(1) The written notice of an objection hearing may be delivered to an address provided by the applicant in terms of section 39(4)(a) of the Act using Form NWLA 3 of Annexure D; –

- (a) by publication in at least one newspaper circulating in the area in which the proposed premises will be located,
- (b) by post to the address provided for by the applicant; or
- (c) by an e-mail address provided for by the applicant; or
- (d) by sms to the cellphone number provided by the applicant, in the application form.

(2) The notice referred to in subregulation (1) must also be given to any party that lodged the objection in the same manner provided for in subregulation (1).

Procedure for applicant's response to objections or representations in terms of section 35(4) of Act

7. An applicant may, not later than 14 days after delivery of an objection or representation in terms of section 35(4) of the Act, or an inspection report, submit, in triplicate, his or her written response to the Liquor Authority.

Objection hearings by Liquor Authority in terms of section 39(1) of Act

8.(1) Upon receipt of the response contemplated in regulation 7 and where the matter –

(a) is clear in terms of the written representations; and

(b) is capable of being determined in terms of the papers before the Liquor Authority,

the Liquor Authority may dispense with the holding of an objection hearing as contemplated in section 39(1) of the Act.

(2) Where the Liquor Authority holds an objection hearing, it must do so in compliance with section 39(2) of the Act and must notify affected parties using Form NWLA 7 of Annexure H.

(3) The notice contemplated in regulation 6(1) must be given at least 14 days before such hearing takes place.

Consideration of Application for liquor licence by the Board

9.(1) Conditional authority may be issued in terms of section 41(1) of the Act, if all the requirements and consideration are met and the granting will be in the public interest.

Conditional approval notice contemplated in section 41(1) of Act.

10.(1) The Officer must within seven days issue to the applicant, a conditional approval notice granted in terms of section 41(1) of the Act.

(2) Any approval issued in terms of this regulation is not transferable.

Conditional approvals in terms of section 41 of the Act

11.(1) If the applicant fails to comply with the conditions contemplated in section 41(1) of the Act within 18 months from the date of granting of the application, the granting of the

conditional approval lapses, unless a written request for extension contemplated in subregulation (2) has been made.

(2) The applicant contemplated in subregulation (1) must make a written request to the Liquor Authority for an extension of the period contemplated in subregulation (1) at least one month prior to the expiry of such period referred to in subregulation (1) and must justify the basis of the extension.

(3) The onus rests with the applicant to ensure that the application for an extension period not exceeding twelve months referred to in subregulation (2) is received by the Liquor Authority at least one month prior to the expiry of the conditional approval.

(4) Where the applicant fails to comply with the time frames contemplated in subregulations (1) and (3) the conditional approval is deemed to have lapsed.

(5) The applicant must on completion of the structure inform the Liquor Authority to conduct a final inspection.

(6) If the Liquor Authority is satisfied that the completed structure complies with the approved plan, then the license will be issued.

Licence certificate upon granting of licence

12.(1) In respect of licence applications, the Officer must –

- (a) after an application for a licence has been granted, issue a licence certificate in the applicant's name, using Form NWLA 8 of Annexure I;
- (b) keep and maintain, in due and proper order, a register in respect of all decisions of the Liquor Authority in respect of such applications;
- (c) maintain a catalogue in chronological order of all the decisions of the Liquor Authority; and
- (d) perform all other functions and duties required of the Officer in terms of this Act.

(2) A licence certificate issued in terms of subregulation (1) must include –

- (a) a licence number;
- (b) the date on which the applicant's name was entered in the register;
- (c) the address of the premises in respect of which a licence has been granted;
- (d) the conditions upon which the licence was granted;
- (e) the trading hours and trading days applicable to the licence; and

(f) the category of licence.

Communication of decision in terms of section 51(1) of Act

13.(1) Where the Liquor Authority has made a decision to grant a licence, the Officer must inform the applicant that the licence will be issued upon payment of the application fee within 30 days of notice.

(2) When communicating the decision contemplated in subregulation (1) the Officer must also inform any person who objected or made representations, as contemplated in section 38(1)(c) of the Act, of the right to appeal the decision of the Liquor Authority by following the process contemplated in section 53 of the Act.

Special conditions for a grocer's premises

14.(1) A holder of a grocer's wine licence in respect of a grocer's premises must ensure that a separate and demarcated area is set aside within the grocer's premises for the purposes of retail sale of liquor in terms of the Act.

(2) The area contemplated in subregulation (1) must be clearly marked on the floor plan of the store.

(3) The area contemplated in subregulation (1) must have –

- (a) strictly controlled entry and exit points; and
- (b) appropriate signage to be displayed at the entrance to the liquor section within the grocer's premises prohibiting entry of persons under the age of 18.

(4) A licence holder must ensure that the tellers and other staff members within the demarcated area are trained not to sell liquor to persons under the age of 18.

(5) Where a licence holder or a staff member in the employ of a licence holder reasonably suspects a customer to be underage, such licence holder or staff member in the employ of the licence holder must require the customer to provide positive identification or proof of age.

**PART III
APPLICATIONS FOR SPECIAL EVENTS PERMITS IN TERMS OF
SECTION 31(1)(c) OF ACT**

Procedure for lodging of application for special events permits in terms of section 31(1)(c) of Act

15.(1) A person applying for a special events permit in terms of section 31(1)(c) of the Act must lodge such application with the liquor licensing officer, using Form NWLA 1 of Annexure A and must pay the application fee for special events permits contemplated in Annexure B.

(2) The application for a special events permit contemplated in subregulation (1) must be lodged with the liquor licensing officer on any day and within 14 days prior to the date of the event.

(3) An application lodged with the liquor licensing officer as contemplated in subregulation (1) is treated as duly lodged when all necessary documents and information required in the form have been submitted to the Liquor Authority.

(4) A liquor licensing officer may not accept any incomplete application.

Application for special events permits in terms of section 31(3) of Act

16.(1) Where an applicant applies for a special events permit, such application must be in writing, in capital letters and in triplicate, using Form NWLA 1 of Annexure A.

(2) Where an applicant applies for a special events permit contemplated in subregulation (1), such applicant must –

- (a) furnish such information as is required in the application form;
 - (b) furnish the name of the person who will manage the sale of liquor at the special event; and
 - (c) submit a Safety at Sports and Recreational Events Act, 2010 (Act 2 of 2010) certificate
- (d) The application for a special events permit must be accompanied by a duly completed situational report contemplated in Form NWLA 20 of Annexure T.
- (e) declare under oath or truly affirm at the end of the form that the information contained therein, is true and correct.

(3) If the premises where the special event contemplated in subregulation (1) is in a residential area the applicant must give notice of the application to the public using the procedure contemplated in section 34(3)(a) and (b) of the Act .

(4) A liquor licensing officer may not accept any incomplete application.

(5) The onus rests with the applicant to ensure that –

(a) the application for a special events permit is complete; and

(b) the application for the special events permit is submitted to the officer timeously.

(6) Where the application for a special events permit is complete, the Officer must, within five days of receipt thereof, consider the application.

(7) Where the Officer grants a permit in terms of section 45(2)(a) of the Act he or she must do so using Form NWLA 12 of Annexure M.

(8) Any approval issued in terms of this regulation is not transferable.

(9) The applicant is liable for a fee contemplated in Annexure B for each trading day for the duration of the special event.

(10) The fee contemplated in subregulation (9) is payable prior to the issue of the special events permit.

(11) Where the application contemplated in subregulation (1) is rejected, the Officer must notify the applicant of his or her right to appeal the decision of the Officer by following the process contemplated in section 53 of the Act.

Objections or representations in respect of granting of application for special events permit in terms of section 45 of Act

17.(1) In the interest of the public the Officer must consider all written representations received when considering an application for a special events permit.

(2) The representations contemplated in subregulation (1) must be received by the Officer not later than five days from the date upon which such notice of the proposed special event as contemplated in regulation 16 (3).

(3) The representations referred to in subregulation (2) must be filed at the offices of the Officer.

(4) Any person making representations contemplated in subregulation (2) must –

- (a) set out his or her full names and address;
- (b) provide a certified copy of the identity document of such applicant, if natural person;
- (c) state the nature of the person's interest in the application; and
- (d) provide comprehensive grounds for representation concerning the special events permit application.

(5) Any juristic person making representations contemplated in subregulation (2) must –

- (a) set out its name, registration number, address and full names and address its duly authorised representative;
- (b) provide a certified copy of the identity document of its representative;
- (c) state the nature of the person's interest in the application; and
- (d) provide comprehensive grounds for representation concerning the special events permit application.

(6) Upon receipt of written representations contemplated in subregulation (2), the Officer must cause a copy of such representations to be delivered to the applicant, advising such applicant to respond in writing to the written representations or submissions within 48 hours of receipt of the notification.

PART IV APPLICATIONS TO ENGAGE IN MICRO-MANUFACTURING OF LIQUOR IN TERMS OF SECTION 47(1) OF ACT

Application procedure for micro-manufacturing of liquor in terms of section 47(1) of Act

18.(1) A person who wishes to engage in the micro-manufacturing of liquor as contemplated in section 47(1) of the Act must –

- (a) lodge an application with the liquor licensing officer in writing, using Form NWLA 1 in Annexure A; and
- (b) pay the application fee contemplated in Annexure B.

(2) The application contemplated in subregulation (1) must be lodged with the liquor licensing officer on any day at an address provided for by the officer in the application form.

(3) The premises, in respect of which licensing to engage in micro-manufacturing of liquor is being sought, must meet the prescribed requirements of the standard building regulations of a municipality within which the business is situated.

(4) Every such application must, at the time lodged with the liquor licensing officer, be accompanied by –

(a) a plan of the premises clearly showing –

(i) the dimensions of each room;

(ii) all counters, doors and windows which serve as a means of entry and exit to the premises; and

(iii) the street and places to which such entries and exits lead;

(b) a description and size of the premises, in square metres;

(c) the construction material of the structure;

(d) where the premises contemplated in paragraphs (a) and (b) are already erected, colour photographs clearly depicting the facilities outlined in paragraphs (a) and (b) must be included;

(e) a comprehensive written representation or motivation in support of the application, which must include –

(i) public interest requirements contemplated in section 40(6) of the Act, which must include –

(aa) the need for a micro-manufacturing facility in the area;

(bb) the economic impact of a micro-manufacturing facility in the area;

(cc) the capability of the applicant to run the facility in terms of infrastructure and industry expertise; and

(ii) the number of people to be employed;

(iii) the social responsibility program proposal by the applicant;

(iv) the proximity of other licensed outlets and micro-manufacturing facilities, learning institutions and religious institutions and other public recreational facilities to the proposed premises; and

(f) a valid and active tax clearance certificate; and

(g) a police clearance certificate which is in the form of an SAPS 69.

(5) The application contemplated in subregulation (1) must include –

- (a) the physical address of the facility where the business will be conducted or a description of the location of the premises in terms of identifiable landmarks;
- (b) a detailed written motivation in support of the licence application;
- (c) the required particulars of the applicant;
- (d) a plan of the premises clearly showing the dimensions of each room;
- (e) a description of the premises with reference to the rooms, service buildings and construction material and, if the building is already erected, colour photographs clearly depicting the above and must be included;
- (f) proof of a business- or trading licence issued by the relevant organ of state in terms of any law or by-law to enable the applicant to trade;
- (g) proof of lawful occupation of the premises in the form of a title deed or a lease agreement in the name of the applicant or a permission to occupy the premises issued in favour of the applicant by the relevant authority;
- (h) written consent from the owner of the premises or the relevant authority for the applicant to conduct the intended business from the premises concerned;
- (i) in relation to premises not yet constructed or under construction –
 - (i) the details of such proposed premises, including a detailed sketch plan of the premises showing the rooms, buildings and construction material; and
 - (ii) other relevant information; and
- (j) proof of certification from the relevant government department certifying that the product to be micro-manufactured is in compliance with the Liquor Products Act, 1989 (Act No. 60 of 1989), as amended.

(6) The Officer must –

- (a) receive all applications contemplated in subregulation (1), from the relevant licensing officer;
- (b) endorse on each application the date of receipt;
- (c) compile a list of applicants; and
- (d) upon receipt of an application from the relevant licensing officer, examine the application in order to determine whether it is complete.

(7) If the Officer determines that the application is incomplete, he or she must forthwith issue a notice calling on the applicant to supplement or remedy the incomplete application within 14 days.

Inspections in respect of application to engage in micro-manufacturing of liquor in terms of section 48(2) of Act

19. In terms of section 48(3) read with subsection (3) of the Act, the inspector must conduct the inspection and submit a report to the Liquor Authority using Form NWLA 5A of Annexure F1.

Conditional approvals in respect of application to engage in micro-manufacturing of liquor in terms of section 50 of Act

20.(1) If the applicant fails to comply with the conditions contemplated in section 50 of the Act within 18 months from the date of granting of the licence, the conditional approval lapses and such approval is deemed not to have been granted: Provided that a written request for an extension contemplated in subregulation (2) has been made.

(2) The applicant contemplated in subregulation (1) may make a written request to the Liquor Authority for an extension of a period not exceeding 6 months contemplated in subregulation (1), one month prior to the expiry of such period referred to in subregulation (1).

(3) The onus rests with the applicant to ensure that the application for extension referred to in subregulation (2) is received by the Liquor Authority one month prior to the expiry of the conditional approval.

(4) Where the applicant fails to comply with the time frames contemplated in subregulations (1) and (3), the conditional approval is deemed to have lapsed.

(5) The applicant must ensure that the relevant business or trading licence is secured and submitted to the Liquor Authority within the period referred to in subregulations (1) and (3).

Prohibition of micro-manufacturing of unhealthy concoctions in terms of section 84 of Act

21. A holder of a licence under the category micro-manufacturing of liquor may not manufacture liquor other than that approved by the relevant government department and in compliance with the Liquor Products Act, 1989 (Act No. 60 of 1989), as amended.

Form for appeals against decisions of Liquor Authority in terms of section 53(1) of Act 22. Where a person affected by a decision taken by the Liquor Authority wishes to appeal against such decision, such person must, in terms of section 53(1) of the Act lodge a notice of intention to appeal, using Form NWLA 13 of Annexure N.

Notice of licence certificate issued in terms of section 54(1) of Act

23. Where a licence has been granted by the Liquor Authority, the Officer must, after having received payment of the prescribed licence fee contemplated in Annexure B, issue a licence certificate in the applicant's name using Form NWLA 8 of Annexure I.

Annual fees in terms of section 56 of Act

24.(1) A licence holder must pay the annual fee contemplated in Annexure B on or before the expiry date of the licence.

(2) The payment of the annual fee contemplated in subregulation (1) constitutes a renewal of a licence for a period of one year.

(3) Upon payment of the annual fee contemplated in subregulation (1) the licence holder must provide the Liquor Authority with a –

- (a) copy of the liquor licence;
- (b) copy of the identity document of the licence holder; and
- (c) valid, active tax clearance certificate issued by the South Africa Revenue Service.
- (d) letter of authority or executorship where applicable.

(4) The application for renewal contemplated in subregulation (3) is deemed to be complete when all the documents contemplated in subregulation (3) are submitted.

(5) The responsible Member of the Executive Council may, by notice in the *Gazette* and after consultation with the Member of the Executive Council responsible for Finance, review the prescribed fees contemplated in Annexure B annually.

Cancellation of licence due to non-trading in terms of section 58(1) of Act

25.(1) Before the Liquor Authority decides to, upon application by an interested person, cancel a licence in terms of section 58(1) of the Act, the Liquor Authority must notify the licence holder of the intended decision.

(2) The notice contemplated in subregulation (1) must clearly state the licence holder's right to make representations as to why the licence should not be cancelled.

(3) The notice contemplated in subregulation (1) must clearly state the time frame within which and to whom such representations must be made.

(4) Once the Liquor Authority has received the representations contemplated in subregulation (2) it may decide to either hold an enquiry or decide on the matter, on the basis of the information received from or representations made by the licence holder.

(5) Once a decision has been reached by the Liquor Authority it must be communicated to the licence holder within 14 days after taking such a decision.

(6) The licence holder has the right to appeal the decision of the Liquor Authority by following the process contemplated in section 53 of the Act.

(7) Any licence cancelled in terms of section 58(1) of Act must not be lodged within 18 months from the date of cancellation.

Death or incapacity of certain licensed persons, or applicants who are holders of conditional grant, or prospective holders in terms of section 60 of Act

26.(1) In circumstances where the interest held in a licensed business by a person who is under curatorship or is deceased passes, by operation of law or otherwise, to his or her estate or to any person who applies in terms of section 60(2)(a)(i) of the Act, such person must, within 12 months after the date of such death or curatorship applies, in writing, apply to the Liquor Authority for a licence.

(2) The applicant contemplated in subregulation (1) must submit a written application, in duplicate and in capital letters, for a licence using Form NWLA 17A of Annexure Q1 and must –

(a) furnish such information as solicited in the application form; and

- (b) declare under oath or truly affirm at the end of the said form that the information contained therein is true and correct.
- (3) The application contemplated in subregulation (1) must include –
- (a) a copy of the liquor licence and death certificate;
 - (b) a copy of the identity document of the applicant contemplated in subregulation(1);
 - (c) a copy of the identity document of a licensed person, or an applicant who is a holder of a conditional grant, or a prospective holder, who is sequestered, placed on liquidation or under judicial management or is deceased;
 - (d) the applicant's valid and active tax clearance certificate issued by the South African Revenue Service; and
 - (e) a police clearance certificate.
- (4) The application contemplated in subregulation (1) is deemed to be complete when all the documents contemplated in subregulation (3) are submitted.

Acquisition of financial interest in terms of section 61(1) of Act

27.(1) A licensed person may not allow any other person to acquire a financial interest in the business to which the licence relates, unless the Liquor Authority has, in terms of section 61(1) of the Act, upon written application by the licensed person made by using Form NWLA 17A of Annexure Q1, granted consent that the other person may acquire that interest in that business.

- (2) The application contemplated in subregulation (1) must be accompanied by –
- (a) a valid tax clearance certificate of the person who is acquiring a financial interest; and
 - (b) a certificate issued by the South African Police Service indicating whether or not the person who is acquiring the financial interest has been convicted of any criminal offences.
- (3) Where the Liquor Authority decides to approve the acquisition of a financial interest contemplated in subregulation (1), such interest or acquisition may not exceed the percentage of interest that the licence holder has in the business.
- (4) Before the Liquor Authority decides to approve the transfer contemplated in subregulation (2), the Liquor Authority may investigate the status of the proposed person who is the subject

of the application to ensure that such person is not disqualified in terms of the Act.

(5) In investigating the person contemplated in subregulation (4) the Officer may, on good cause shown, invite the public to make representations as to why the acquisition contemplated in subregulation (1) may not be approved.

(6) Where the Liquor Authority rejects the application contemplated in subregulation (2), the applicant or the person who is acquiring a financial interest may appeal against the decision of the Liquor Authority by following the process contemplated in section 53 of the Act.

Alteration of licensed premises in terms of section 64 of Act

28.(1) A licence holder wishing to –

- (a) effect structural alterations to the licensed premises; or
- (b) change the floor plan,

must apply in writing, using Form NWLA 15 of Annexure P, to the Liquor Authority for approval.

(2) An application contemplated in subregulation (1) must be accompanied by –

- (a) a revised plan with the alterations of the premises marked in red together with the relevant approval by the relevant authority where applicable;
- (b) a written representation;
- (c) a description of the licensed premises;
- (e) a certified copy of the identity document of the licence holder or memorandum of incorporation, if it is a juristic person;
- (f) proof of payment of the prescribed fee, as contemplated in Annexure B to these regulations; and
- (g) where applicable, consent from the owner of the premises.

(3) An application contemplated in subregulation (1) is treated as duly lodged when all necessary documents have been submitted to the Liquor Authority.

(4) Upon receipt of the application contemplated in subregulation (2), the Liquor Authority must, within 14 days, dispatch an inspector to conduct an inspection of the licensed premises and to submit a written report of the inspection within 21 days.

(5) The Liquor Authority must consider and finalize the application lodged in terms of subregulation (1) after receipt of such application.

(6) The applicant must notify the liquor authority upon completion of the alterations to dispatch an Inspector to conduct a final inspection and compile a report thereof.

Storage of liquor in terms of section 65 of Act

29.(1) A licence holder wishing to store liquor on premises other than the licensed premises must submit a written request to the Liquor Authority for consideration and approval using Form NWLA 14 of Annexure O.

(2) The written request contemplated in subregulation (1) must be accompanied by –

- (a) a floor plan of the premises, having been approved by the relevant authority for storage purposes;
- (b) the physical address and description of the proposed storage premises;
- (c) written representation or motivation for additional storage space;
- (d) a certified copy of the identity document of the licence holder, if a natural person, or memorandum of incorporation, if it is a juristic person applying;
- (e) proof of payment of the prescribed fee as contemplated in Annexure B;
- (f) a certified copy of the valid licence; and
- (g) where applicable, written consent from the owner of the premises where the liquor will be stored.

(3) A request contemplated in subregulation (1) is treated as duly lodged when all necessary documents have been submitted to the Liquor Authority.

(4) Upon receipt of the request contemplated in subregulation (1), the Liquor Authority must, within 14 days, dispatch a designated inspector to –

- (a) conduct an inspection of the licensed premises; and
- (b) to submit a written report to the Liquor Authority within 14 days after conducting such an inspection.

(5) The Liquor Authority must consider and finalise the request lodged in terms of subregulation (1) within 21 days.

PART V
TRANSFER OF LICENCE TO PROSPECTIVE HOLDER
IN TERMS OF SECTION 66 OF ACT

Procedure for transfer of licence to prospective holder in terms of section 66 of Act

30.(1) A person applying for a transfer of a liquor licence to another person in terms of section 66 of the Act must lodge such application with the Liquor Authority using Form NWLA 17A of Annexure Q1 and must pay the application fee for transfer of a licence as contemplated in Annexure B.

(2) The application for a transfer of a licence contemplated in subregulation (1) must be lodged with the Liquor Authority on any day, excluding declared public holidays, at an address provided for by the Liquor Authority in the application form.

(3) An application lodged with the Liquor Authority, as contemplated in subregulation (1), is treated as duly lodged when all necessary documents and information have been submitted to the Liquor Authority.

Procedure relating to incomplete application for transfer of liquor licence to prospective holder in terms of section 66 of Act

31.(1) Where an application for a transfer of a liquor licence is incomplete, the Officer must forthwith issue a notice, in Form NWLA 2 of Annexure C, to the applicant, requesting such applicant to complete the application within 14 days.

(2) Where the applicant fails to comply with the notice contemplated in subregulation (1) the Liquor Authority may –

- (a) reject the application for a transfer of a liquor licence; and
- (b) notify the applicant, in writing, of its decision within 14 days after reaching such a decision.

Procedure upon granting of application in respect of transfer of liquor licence to prospective holder in terms of section 66 of Act

32.(1) The Liquor Authority must consider an application for transfer of a liquor licence and make a finding after receipt of the applicant's response to any representations or submissions received.

(2) Where a licence has been granted by the Liquor Authority the Officer must, after having received payment of the prescribed licence fee contemplated in Annexure B, issue a licence certificate in the applicant's name using Form NWLA 8 of Annexure I.

(3) Any approval issued in terms of this regulation is not transferable without prior approval of the Liquor Authority.

PART VI

REMOVAL OF LICENCE FROM LICENSED PREMISES TO OTHER PREMISES IN TERMS OF SECTION 67 OF ACT

Procedure for removal of licence from licensed premises to other premises in terms of section 67 of Act

33.(1) A person applying for removal of a licence from licensed premises to other premises in terms of section 67 of the Act within the same local municipal jurisdiction and relevant tribal authority if applicable must-

- (a) lodge such application with the Liquor Authority; and
- (b) pay the application fee contemplated in Annexure B.

(2) The application contemplated in subregulation (1) must be lodged with the Liquor Authority on any day at an address provided for by the Liquor Authority in the application form.

(3) An application lodged with the Liquor Authority as contemplated in subregulation (1) is treated as duly lodged when all necessary documents and information have been submitted to the Liquor Authority.

Form of application to Liquor Authority for liquor licence in respect of removal of licence from licensed premises to other premises in terms of section 67 of Act

34.(1) An applicant must make a written application, in duplicate, for removal of a licence from licensed premises to other premises as contemplated in section 67 of the Act, using Form NWLA 18 of Annexure R and must –

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

(2) In addition to the requirements contemplated in the Act, every application must, at the time of lodgement with the Liquor Authority, be accompanied by –

(a) a plan of the premises clearly showing –

- (i) the dimensions of each room;
- (ii) all doors, windows and counters;
- (iii) all internal and external information- or notice boards; and
- (iv) the street and places to which such entries and exits lead; and

(b) a comprehensive written representation or motivation in support of the application.

Procedure upon receipt of incomplete application by Liquor Authority for liquor licence in respect of transfer of licence from licensed premises to other premises in terms of section 67 of Act

35.(1) Where the application to the Liquor Authority for transfer of a liquor licence from licensed premises to other premises, lodged in terms of regulation 34, is incomplete, the liquor licensing officer must forthwith issue a notice, in Form NWLA 2 of Annexure C, to the applicant to complete the application within 14 days.

(2) Where the application is complete, the liquor licensing officer must, within 14 days of receipt, dispatch the application and all accompanying documents to the Officer.

(3) Upon receipt of an application contemplated in subregulation (2), the Officer must notify the applicant in order to give notice of the application.

(4) The application and all accompanying documents must be open for public inspection at the offices of the –

- (a) relevant liquor licensing officer; and
- (b) relevant tribal authority

(5) Upon payment of the prescribed fee, any person must within a period of 21 days from date of publication, be allowed to inspect a copy of the application contemplated in subregulation (4).

Notification of application for removal of licence from licensed premises to other premises in terms of section 67 of Act

36.(1) Upon receipt of a written notification contemplated in section 67 of the Act by the applicant from the Officer, the applicant must –

- (a) publish such notice in at least one local newspaper circulating in the area in which the proposed premises will be located or using Form NWLA 3 of Annexure D;
- (b) display a 1m x 1m notice board in a prominent place at the proposed premises, clearly showing the same information contained in Form NWLA 3 of Annexure D;
- (c) ensure that the notice contemplated in paragraph (b) is visible to a passers-by;
- (d) serve the notice of the application on a member of a household over the age of 16 years of each of the occupied residences within a radius of 100 metres of the proposed premises, only if the proposed premises is in the residential area;
- (e) simultaneously with publication of the application in the newspaper, deliver a copy of the application to the local office of the relevant tribal authority in whose area of jurisdiction the proposed premises are or will be located; and
- (f) submit proof of compliance within seven days from date of publication and notification to the Officer.

(2) The provisions of subregulation (1) (a) do not apply to an application made within a tribal.

(3) Where the premises are within a tribal area the notice contemplated in subregulation (1), must be published at the offices of the relevant tribal authority.

(4) In publishing the notice contemplated in subregulation (1)(a), a local newspaper must use Form NWLA 3 of Annexure D.

(5), In addition to the publication of the notice in terms of subregulation (1), the Officer must advise the applicant that a copy of such notice must be sent by registered post or delivered to –

- (a) the person or body currently in control of the residence earmarked for business;
- (b) the registered owner of the land and the occupier of the residence earmarked for business;
- (c) the local municipality or relevant tribal authority for the area in which the residence earmarked for business is situated.

Objections and representations in respect of application for removal of licence from licensed premises to other premises in terms of section 67 of Act

37.(1) Not later than 21 days after the applicant has given notice of application for removal of a licence from licensed premises, any person may, and in writing –

- (a) object to; or
- (b) make representations for or against the granting or refusal of the application, and must serve a copy thereof to –
 - (i) the liquor licensing officer; and
 - (ii) the applicant or his or her representative who prepared the application; and
- (c) provide conclusive proof of service by the applicant to the liquor licensing officer.

(2) A person making representations or lodging objections contemplated in subregulation (1) must –

- (a) set out his or her full names and address;
- (b) provide his or her identity number or, if a company or closed corporation, its registration number;
- (c) if applicable, state the name and address of his or her representative;
- (d) state the nature of the person's interest in the granting or refusal of the application; and
- (e) provide comprehensive grounds for objections to, or support of, the application.

(3) Upon receipt of written representations contemplated in subregulation (2), the liquor licensing officer must cause a copy of such representations to be sent by registered post or delivered to the applicant, advising such applicant to respond in writing to the objections or representations within seven days.

Filing of inspection report in respect of application for removal of licence from licensed premises to other premises in terms of section 67 of Act

38. The officer must examine the application contemplated in section 67(1) of the Act and direct an inspector to conduct an inspection not later than 14 days and submit a report using Form NWLA 5A of Annexure F1.

Applicant's reply in respect of application for removal of licence from licensed premises to other premises in terms of section 67 of Act

39. An applicant must, not later than seven days after receipt of an objection or representation in terms of section 35(4) of the Act or an inspection report, submit, in duplicate, his or her written response to the liquor licensing officer.

Forwarding of documents to Liquor Authority in respect of application for removal of licence from licensed premises to other premises in terms of section 67 of Act

40. Within 14 days after consideration of the application for a licence, the Officer must submit to the Liquor Authority –

- (a) a report with recommendations;
- (b) the application; and
- (c) any copies of documents submitted in terms of these regulations.

Procedure upon granting of application for removal of liquor licence from licensed premises to other premises in terms of section 67 of Act

41. (1) Where an application is granted in respect of the premises which are suitable for the purpose of the business to be conducted, a licence contemplated in Form NWLA 8 of Annexure I must be issued by the Officer.

(2) If an application is granted in respect of incomplete premises, a conditional approval must be issued by the Officer.

(3) Any approval issued in terms of this regulation is not transferable without prior approval of the Liquor Authority.

**PART VII
CODE OF CONDUCT FOR MEMBERS OF LIQUOR AUTHORITY**

General conduct of members of Liquor Authority

42. A member of the Liquor Authority must –

- (a) perform the functions of office in good faith, honestly, transparently and with all due diligence;
- (b) at all times, act in the best interests of the Liquor Authority and in such a way that the credibility and integrity of the Liquor Authority is not compromised;

- (c) strive to be familiar with and abide by all statutory and other instructions applicable to his or her conduct;
- (d) co-operate with public institutions established under legislation and the Constitution in the promotion of public interest;
- (e) serve the public in an unbiased and impartial manner in order to create confidence in the Liquor Authority;
- (f) be helpful and reasonably accessible in his or her dealings with the public and at all times treat members of the public as customers who are entitled to receive high standards of service;
- (g) not unfairly discriminate against any member of the public on account of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language;
- (h) not abuse his or her position to promote prejudice or self-interest;
- (i) recognise the public's right to access of information, excluding information that is specifically protected by law;
- (j) strive to achieve the objectives of the Liquor Authority cost-effectively and in the public interest;
- (k) be punctual in the execution of his or her duties;
- (l) be honest and accountable in dealing with public funds;
- (m) use the Liquor Authority's resources effectively, efficiently and only for authorised official purposes;
- (n) execute his or her responsibilities in a professional and competent manner; and
- (o) not engage in any action that is in conflict with or infringes on the execution of his or her official duties.

Rewards, gifts and favours

43. A member of the Liquor Authority may not request, solicit or accept any reward, gift or favour for –

- (a) voting or not voting in a particular manner on any matter before the Liquor Authority;
- (b) influencing the Liquor Authority concerning the exercise of any power, function or duty;
- (c) making a representation to the Liquor Authority; or
- (d) disclosing privileged or confidential information.

Unauthorised disclosure of information

44.(1) A member of the Liquor Authority may not, without the permission of the Liquor Authority, disclose any privileged or confidential information of the Liquor Authority to any third party.

(2) For the purpose of this regulation, “privileged or confidential information” includes, but is not limited to, any information –

- (a) determined by the Liquor Authority to be privileged or confidential;
- (b) discussed in closed session by the Liquor Authority;
- (c) disclosure of which would violate a person’s right to privacy; or
- (d) declared to be privileged, confidential or secret in terms of law.

(3) This regulation does not derogate from the right of any person to access information in terms of national legislation.

Intervention in administration

45. A member of the Liquor Authority may not, except as provided by law –

- (a) interfere in the administration of the Liquor Authority unless mandated by the Liquor Authority;
- (b) give or purport to give any instruction to any employee of the department, except when authorised to do so by the Liquor Authority;
- (c) obstruct or attempt to obstruct the implementation of any decision of the Liquor Authority; or
- (d) encourage or participate in any conduct that would cause or contribute to maladministration in the Liquor Authority.

Duty of the responsible member

46.(1) If the responsible member, on reasonable suspicion, is of the opinion that a provision of the Code of Conduct has been breached, he or she must –

- (a) authorise an investigation of the alleged breach;
- (b) give the member a reasonable opportunity to reply in writing regarding the alleged breach.
- (c) take an appropriate decision.

(2) The responsible member must ensure that each member, when taking office, is aware of the Code of Conduct.

PART VIII GENERAL PROVISIONS

Appointment of inspectors in terms of section 73(1) of Act

47. Each inspector appointed by the responsible Member in terms of section 73(1) of the Act is provided with a certificate in Form NWLA 6 of Annexure G.

Minimum requirements of licensed premises in respect of Liquor store

48.(1) All excess stock of a liquor store must have a storeroom clearly demarcated from the area where liquor product are sold.

(2) Where fridges are installed such fridges must be installed in such a way that they do not pose any danger to customers.

(3) Where the liquor store is a self-service outlet, the stock shelves must be at least one metre apart and with a serving area being at one metre from such stock shelves with a counter.

(4) A liquor store must not have any sitting area in and around the building and no person may consume any liquor product within licensed premises.

(5) A licensee who obtained a licence prior to the promulgation of the Act and operates a liquor store within a residential area must within 18 months after the promulgation of these Regulations, erect a wall not exceeding two metres in height to separate such licensed premises from residential dwellings.

(6) A license holder or appointed manager or managers of any licensed premises, must be present at the licensed premises at all times during trading hours.

Minimum requirements of licensed premises in respect of Tavern, Restaurant or Pub

49.(1) All excess stock of a Tavern, Restaurant or Pub must be stored in a storeroom clearly demarcated from the area where liquor products are sold.

(2) A Tavern, Restaurant or Pub must have a selling area with a counter which is at least two metres from the sitting area.

(3) The sitting area contemplated in subregulation (2) must have chairs and tables and must be kept clean at all times.

(4) Where on-consumption licensed premises are in a residential area, such licensed premises must be separated by a wall not exceeding two metres in height from surrounding residential dwellings.

(5) Where the on-consumption area of licensed premises is outside the licensed premises, a wall not exceeding two metres in height with non-perforated steel gates must be erected to obscure passer by's.

(6) Save for restaurants and grocers wine, a person under the age of 18 may not be allowed within the licensed premises contemplated in subregulation (5).

(7) Where an on-consumption licensed premises is in town, such licensed premises must be clearly advertised by a billboard, signage and further indicate areas demarcated for on-consumption.

(8) A license holder of on-consumption premises may not cause nuisance to the neighbours in any form including music.

Minimum requirements of licensed premises in respect of Nightclub

50.(1) All excess stock of a Nightclub must be stored in a storeroom clearly demarcated from the area where liquor product are sold.

(2) A Nightclub must have a selling area with a counter which is at least two metres from the dance or sitting area.

(3) The sitting area contemplated in subregulation (2) must have chairs and tables and must be kept clean at all times.

(4) The dance area contemplated in subregulation (2) must be separate from the sitting area.

(5) A night club must have a soundproof system installed.

- (6) A licence holder of a nightclub must not play music outside the licensed premises.
- (7) The nightclub owner must ensure that there are at least proper trained security personnel at entry or exit point of a nightclub.
- (8) The licence holder of a nightclub license must ensure that all entry and exit points of a nightclub are suitable for easy evacuation in cases of emergency.
- (9) The license holder of a nightclub license must ensure that no weapons of patrons are allowed onto the nightclub premises during trading hours.
- (10) All licensed premises must have at least three fire extinguishers strategically mounted on the walls at all times during trading hours.
- (11) Where an outside area of the licensed premises is demarcated for on-consumption, such area must be surrounded by a two metre high wall, or if it is on the first floor or upwards, it must be clearly demarcated by a veranda.
- (12) A license holder Manager or Managers must be on the premises during all trading hours.
- (13) It is the duty of management to ensure the safety of patrons during trading hours.
- (14) It is the duty of management to ensure that no illicit dealings take place on licensed premises.
- (15) It is the duty of management of licensed premises to ensure that the number of patrons at any given time do not exceed the capacity of the licensed premises.
- (16) It is the duty of management of licensed premises to ensure that any or all disaster management measures are ready for implementation, should any disaster arise.
- (17) The name of the licensed premises must be clearly advertised by a billboard and signage.

(18) An owner of a night club must ensure that there is ample parking area with sufficient lighting around the premises of such a nightclub.

Minimum requirements of licensed premises in respect of grocer's wine outlet

51.(1) All excess liquor stock of a grocer's wine outlet must have a storeroom clearly demarcated.

(2) Where fridges are installed such fridges must be installed separate from where other non-alcoholic beverages are stored.

(3) Alcoholic beverages must be clearly demarcated from other groceries and where the normal liquor trading hours of a store have passed, a solid structure, burglar proof, glass or steel mesh door must enclose the shelves or area demarcated for alcoholic beverages.

(4) It is the duty of a licence holder to put up display signs in terms of conditions of their licence i.e age restrictions, trading hours, off-consumption, weapons, etc.

(5) It is a duty of a license holder to ensure that the liquor licence and all attachments are displayed at all times, at the licenced premises.

(6) It is the responsibility of licence holders to ensure that appointed persons know and understand the Liquor Licensing Act and the condition of their licence.

Short title

52. These Regulations are the North West Liquor Licensing Regulations, 2018.

**ANNEXURE A
APPLICATION FORM**
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 1

Amount: R

Receipt No.:

Date:

Date stamp
NW
Liquor Authority

APPLICATION IN TERMS OF SECTION 33(1) FOR LICENCE
(This form must be completed in Capital letters)

(PART A) On-consumption in terms of section 39(a)	
Off-consumption in terms of section 39(b)	
(PART B) Special events permit in terms of section 39(c)	
(PART C) Micro-manufacturing in terms of section 39(d)	

(Indicate the category of licence application that you intend to apply for by marking the relevant square with an X)

INDEX**Description of document****Annexures:**

(i) Application

NWLA 1 Annexure A

(ii) Comprehensive written representations or motivation in terms of section 33(2)

A

- (iii) Plan of the premises with dimensions, section (33)(2)(e) B
 (iv) Description and photographs of the premises C
 (v) Documents required to be attached to application in section (33)(2)(a-l), as per regulation 3

Application prepared by:

1. **Applicant** ☐
 2. **Person acting on behalf of the applicant** ☐
(attach Power of Attorney)

3. **If number 2 is applicable, please provide the following details:**

- (a) Name and surname of person:

 (b) Postal address:

 (c) Contact details:
 (d) Cell no.:
 (e) Landline no.:
 (f) Fax no.:
 (g) Email address:

PARTICULARS OF APPLICANT

1.(a) Full names and surname of applicant:

(b) Age of applicant:

(c) Identity number /Company registration number:

(d) Residential address:

(e) Business address:			<input type="checkbox"/> Yes
(f) Postal Address:			
(g) District Municipality:			
(h) Local Municipality:			
(i) Business contact details:			
Cell:	Tel.:	Fax:	Email:
<p>2.(a) Is applicant a person who –</p> <p style="margin-left: 20px;">(i) has, in the Republic or elsewhere, in the preceding 10 years been sentenced for any offence to imprisonment without the option of a fine; <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 20px;">(ii) has, in the preceding 10 years, been convicted of an offence in terms of the Liquor Act, 1989 (Act No. 27 of 1989) or the North West Liquor Licensing Act, 2017 (Act No. 6 of 2017), irrespective of the sentence imposed and was, within three years after the conviction, again convicted of an offence in terms of any of the abovementioned two Acts and was then sentenced therefor to a fine of not less than R100 or to imprisonment without the option of a fine; <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 20px;">(iii) is a South African citizen; <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 20px;">(iv) if not, state the country of origin and submit a valid work or business permit from Home Affairs:</p> <p style="margin-left: 20px;">(v) is an unrehabilitated insolvent; <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 20px;">(vi) is a minor; <input type="checkbox"/> Yes <input type="checkbox"/> No </p>			

(vii) is the spouse of a person contemplated in subparagraphs (i), (ii) or (iv): or

☐ Yes

☐ No

(viii) has been committed in terms of the Mental Health Act, 1973 (Act No. 18 of 1973), or the Mental Health Care Act 2002, (Act No. 17 of 2002).

☐ Yes

☐ No

3.(a) If the applicant is a legally registered company, close corporation, partnership, co-operative, association or trust, state whether a person contemplated in subparagraph (a) –

(i) has a controlling interest in such a company, close corporation, co-operative, association or trust;

☐ Yes

☐ No

(ii) is a partner in such a partnership; or

(iii) is the main beneficiary under such trust.

☐ Yes

☐ No

(b) If any of the questions in subparagraph (a) have been replied to in the affirmative, provide the legal documents establishing the specific legal entity referred to in (a) above; together with the resolution signed by all members of such entity authorising this application.

(Use an annexure if necessary)

4. (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 of the applicant in the liquor trade in the Republic of South Africa 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)***

PARTICULARS OF APPLICATION

1. Location of premises: physical address or identifiable landmarks:

<p>(a) Residential:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(b) Commercially zoned area:</p>	<input type="checkbox"/>		
<p>(c) Urban:</p>	<input type="checkbox"/>		
<p>(d) Rural:</p>	<input type="checkbox"/>		
<p>2. State the proximity of the proposed premises in terms of metres to:</p>			
<p>(a) Learning institutions:</p>	<input type="checkbox"/>		
<p>(b) Religious institutions:</p>	<input type="checkbox"/>		
<p>(c) Other licensed premises:</p>	<input type="checkbox"/>		
<p>3. What is the status of the applicant in terms of BEE rating? (Relevant certificates are to be attached).....</p> <p>.....</p>			
<p>4. Details pertaining to the total number of jobs to be created in terms of the proposed premises to be provided:</p> <p>.....</p>			
<p>5. Provide a description of the social responsibility programs in respect of alcohol consumption to be undertaken by the proposed licence applicant.</p> <p>.....</p> <p>.....</p>			
<p>6. Proof of a valid and current tax clearance certificate to be attached at the time of submission of this application.</p>			
<p>7. Is the application in the public interest? (If yes, provide motivation as contemplated in section 40(6) of the Liquor Act.)</p> <p>.....</p> <p>.....</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. Is the structure of the premises complete?</p>	<input type="checkbox"/>	<input type="checkbox"/>	

(If yes, submit a valid business licence.)

9. Do you have lawful occupation of the premises?
(If yes, proof is to be submitted.)

☐ Yes

☐ No

10. Are you the owner of the proposed premises from which liquor is intended to be sold?
(If not, consent is required from the owner of the premises or relevant authority to conduct trade in liquor and proof is to be submitted.)

☐ Yes

☐ No

11. Do you have a security plan for the proposed premises?
(If yes, attach proof.)

☐ Yes

☐ No

12. Have you paid for your application?
(If yes, attach proof.)

☐ Yes

☐ No

13. Do you have a detailed sketch plan for the proposed premises, including storage of liquor? (If yes, attach proof.)

☐ Yes

☐ No

14. Do you have additional storage?
(If yes, attach a sketch plan with dimensions.)

☐ Yes

☐ No

If the premises will be managed by a person other than the applicant, then the application form must be accompanied by details of such person and Form NWLA 18 of Annexure P.

PART A: CONSUMPTION

ON-CONSUMPTION

☐

OFF-CONSUMPTION

☐

4. DETAILS OF THE PROPOSED PREMISES

(1) The name in which the business is to be conducted:

.....

(2) State the type of premises applied for in terms of section 31(1)(a) and (b).

.....

(3) State the physical address of the premises where the business will be conducted or the description of the location of the premises in terms of identifiable landmarks as required in terms of section 33(2)(a).

.....

.....

(4) Describe the situation of the premises where the business is to be conducted by reference to the erf-, street- or farm number.

.....

.....

(5) In which district or metropolitan area is the premises referred to in subparagraph (4) situated?

.....

(6) State on which portion of the premises the sale of liquor is to take place.

.....

(7) Is application made in respect of premises which –

(a) have not yet been erected;

☐ Yes

☐ No

(b) are already erected, but require additions or alterations to make them suitable for the purposes of the proposed business;

☐ Yes

☐ No

(c) are already erected and, in the applicant's opinion, do not require additions or alterations in order to make them suitable for such purposes; or

☐ Yes

☐ No

(d) a business licence from the relevant local authority is

☐ Yes

☐ No

attached where proposed premises will be physically located?

(proof to be submitted)

(8)(a) If paragraph 7(a) or (b) applies, state –

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

with:

and

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

.....

(9)(a) Is application made for any determination, consent, approval or authority which may be granted by the North West Liquor Authority (e.g. other business or tasting facilities)?

Yes

No

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

.....

.....

(Provide comprehensive motivation – Use an annexure)

(10) In the case of an on-consumption licence in respect of premises of a club, attach a copy of the rules/constitution of the club, certified by the president, chairman or secretary.

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

.....
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..... on this day of

20..... by the applicant/person authorised to sign the application and who has acknowledged that –

- (a) he/she knows and understands the contents of this declaration;
- (b) he/she has no objection to taking the prescribed oath/affirmation;
- (c) he/she considers the prescribed oath/affirmation 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

.....

Affirmation

Full names and surname:

Business address:

.....

Designation:

Area for which appointment is held:

Office held if appointment is ex officio:

PART B: SPECIAL EVENTS

DETAILS OF SPECIAL EVENTS PERMIT APPLICATION

(1) State type of liquor applicant intends selling under approved permit:

.....

(2) Please indicate the place of storage and provide a plan:

.....
(3) What is the name of the special event?

(4)(a) Describe the physical address of the premises where the business is to be conducted by reference to the erf-, street- or farm number and a description of the premises in terms of identifiable landmarks:
.....
.....
.....

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

(5) Will the applicant have the right to occupy the premises, including such place on other premises upon which any approval is to be exercised, for the purposes of the licence applied for?

☐ Yes☐ No

(6) Duration of the special event:

(7) Start date and end date of the special event:

(8) Start time and closing time of the event for each day:

(9) Name of the person who will be responsible for the sale of liquor at the special event:
.....

(10) Identity number of person referred to in (9) above (*attach certified copy of the I.D.*):
.....

(11) Contact details of the person managing the event:

PART C: MICRO-MANUFACTURING

(1) State type of liquor applicant intends manufacturing:

(2) State intended amount of liquor to be manufactured per year:

(3) If application is made for a micro-manufacturer's licence –

(a) is applicant a person who –

Yes

No

(i) engages in viticulture; or

Yes

No

(ii) manufactures any other fermented beverage?

(4)(a) Is application made in respect of premises which –

(i) have not yet been erected;

Yes

No

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

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

(5) If paragraph 4(a)(i) or (ii) applies, state –

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

.....; and

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

.....

(6)(a) Is application made for any determination, consent, approval or
authority which may be granted by the North West Liquor Authority?
(e.g. other business or tasting facilities.)

Yes

No

(b) If so, give full particulars with reference to the section in terms of which application is
made:

.....

.....

(Use an annexure if necessary)

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

.....

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..... on this day of 20.....

by the applicant/person authorised to sign the application and who has acknowledged that –

- (a) he/she knows and understands the contents of this declaration;
- (b) he/she has no objection to taking the prescribed oath/affirmation; and
- (c) 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

.....

Affirmation

Full names and surname:

Business address:

.....

Designation:

Area for which appointment is held:

Office held, if appointment is ex officio:

ANNEXURE B (NEW TARRIFS)
NORTH WEST LIQUOR LICENSING FEES
 North West Liquor Licensing Act, 2016
 (Act No. 6 of 2016)

CATEGORIES IN RESPECT OF LICENSED PREMISES.

PART 1– PRIMARY APPLICATIONS				
Categories in terms of section 39 of NW Liquor Licensing Act, 2018	Type of Application	Application fee	Licence Issue Fees	Licence Renewal Fees
On-Consumption	Accommodation 4* & above	R2000.00	R2000.00	R4000.00 per annum
	Accommodation 3* & below	R1000.00	R1000.00	R2000.00
	Restaurant	R2000.00	R2000.00	R2000.00 per annum
	Club	R2000.00	R2000.00	R4000.00 per annum
	Night Club	R2000.00	R2000.00	R4000.00 per annum
	Gaming premises	R1000.00	R1000.00	R2000.00 per annum
	Pub	R1000.00	R1000.00	R2000.00 per annum
	Tavern	R1000.00	R1000.00	R2000.00 per annum
	Theatre	R1000.00	R1000.00	R2000.00 per annum

	Liquor store	R2000.00	R2000.00	R2000.00
	Grocer's wine	R2000.00	R2000.00	R2000.00
	Micro-Manufacture	R4000.00	R4000.00	R4000.00
	Special Events Permits	R2000.00	R1000 per day	-
<u>PART 2 – SECONDARY APPLICATIONS</u>				
Type of Secondary application		Application Fee	Licence Issue Fee	Renewal Licence Fee
Transfer of a licence		R1000.00	As per type of application as indicated in Part A	
Removal of a licence		R1000.00		
Transfer of financial interests		R1000.00	R1000.00	—
Appointment of manager		R500.00	R500.00	—
Structural alterations		-	-	—
Offsite storage		-	-	—
Wine tasting		-	-	
Any copies for all documents		R100.00	—	—
Appeals		R200.00	—	—

ANNEXURE C
NOTICE OF INCOMPLETE APPLICATION IN TERMS OF SECTION 33(4) FOR LICENCE

North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 2

Our ref:

Enquiries:

Date:

[Address of applicant]

Dear Sir/Madam

**APPLICATION IN TERMS OF [APPLICABLE SECTION] OF NORTH WEST LIQUOR
LICENSING ACT, 2017 (ACT NO. 6 OF 2017) – [NAME OF OUTLET] – [DISTRICT]**

The application lodged on [Date] refers.

Your application has been perused for administrative compliance and the following peremptory requirements have not been met:

Section/Regulation:

[Quote the section of the Act/Regulation]

If you are of the opinion that you have complied with the abovementioned provisions, as prescribed, you are given the opportunity to submit proof within **10 DAYS** from the date hereof.

Failing to submit the above outstanding requirements, your application will be an incomplete application and will not proceed any further for approval.

NORTH WEST LIQUOR AUTHORITY

ANNEXURE D
NOTICE OF INTENTION TO APPLY FOR A LIQUOR LICENCE IN TERMS OF SECTION
(42) (1)(b)(ii)
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 3

(To be displayed in a prominent place at the proposed premises USING A NOTICE BOARD 1m x 1m in size)

Name and surname of the applicant:	
Category of licence applied for: (on/off consumption/micro- manufacturer/special event):	
Type of premises for which licence is applied for:	
Trading name of the premises:	
Address of the premises:	
Date of display:	
Expiry date of display:	

NB: Objections should be lodged with the liquor licensing officer in the district from where the application emanates within twenty one days from the date of the display.

ANNEXURE F1
INSPECTION REPORT IN TERMS OF SECTION 48(3)
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 5A

1. Name of applicant/name of a company/partnership/close corporation:

2. Identity number/Registration number:

3. Is the applicant registered as a tax payer?

Yes

No

4. Name of proposed premises and address of premises (including GPS coordinates):

.....
.....
.....

5. Is the applicant disqualified in terms of section 32?

Yes

No

6. Description of location (district, local municipality, urban/rural):

.....

7. Description of premises:

.....
.....
.....

8. Category of licensing being sought:

.....

9.(a) Suitability of premises in terms of the submitted sketch plan:

.....

.....

 (b) Is application made in respect of premises which –

- (i) have not yet been erected;
- (ii) are already erected, but require alterations; or
- (iii) are already erected and do not require any further alterations?

(Mark applicable box)

10. Is the permission to occupy/lease agreement/title deed attached?

Yes	No
-----	----

11. Is the business licence /ITB attached to the application?

Yes	No
-----	----

12. Is the detailed security plan attached to the application?

Yes	No
-----	----

13. Are there any similar applications pending, conditionally approved

and existing licensed premises?

14. Names and nature of any learning institutions and places of worship within a 500m circumference:

.....

15. Is the granting of this application likely to cause a monopolistic situation?

Yes	No
-----	----

Explain:

.....

16. Do any forwarded objections in respect of this application exist?

Yes	No
-----	----

Explain:

.....

17. General remarks:

.....

.....

.....

.....

18. Report compiled by:

19. Dated at on this day of20.....

.....

Inspector

ANNEXURE G
INSPECTOR'S CERTIFICATE OF APPOINTMENT IN TERMS OF SECTION 81(1)(b)
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 6

Certificate No.:

I,, by virtue of the powers vested in me
as the Member of the Executive Council for Economic Development and Tourism, hereby
appoint –

(a) Name and surname:

(b) Identity number:; and

(c) Employee number:

to be a Provincial Liquor Inspector in terms of section 48(1) of the North West Liquor
Licensing Authority, to carry out the duties as contemplated in sections 82, 83, 84, 85, 86,
87, 88 and 89 of the same Act read with the provisions of section 334 of the Criminal
Procedure Act, 1977 (Act No. 51 of 1977).

.....

North West Liquor Authority

Member of Executive Council

.....

Date

ANNEXURE H
OBJECTION HEARING: NOTICE IN TERMS OF SECTION 47(2) OF ACT,
TO BE PRESENT AND APPEAR AT HEARING OF
DISTRICT MUNICIPALITY LIQUOR LICENSING OFFICER
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 7

Reference no.:

FOR ATTENTION:

Name and surname:
Address:
Sex: Age: I.D. No.:

By virtue of the powers vested in the chairperson of the Board of the Liquor Authority by section 39(4) of the Act, you are hereby directed to be present at a meeting of the committee which relates to a hearing in respect of objections received (See Annexure attached) in respect of the application for a liquor licence for the abovementioned premises, which will be held as per the date, time and place indicated as follows:

Date	Time	Place

Your attention is drawn to the following –

- (a) it is compulsory for you to appear in person. The applicant may be assisted or represented by any person of his/her choice in terms of section 39(3)(c) of the Act;
- (b) it is an offence not to be present and to remain in attendance, without you having appointed somebody to appear on your behalf, and
- (c) you will be required to give evidence under oath and/or produce any document or article which is in your possession or custody or under your control, in terms of section 39(4)(a) and (b) of the Act.

.....

Place of issue

.....
Secretary

.....
Date

FOR OFFICIAL USE ONLY

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

(* Cross out that which is not relevant and true by drawing a line through the word/s)

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

at.....

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

Time: Day: Month: 20.....

.....
Signature of the Liquor Inspector

ANNEXURE I
LICENCE CERTIFICATE IN TERMS OF SECTION 67
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 8

PARTICULARS OF THE LICENCE HOLDER
Licence number:
Licence category:

Type of premises:
Period of validity:
Date for renewal application:
Name of licence holder:
Identity number of licence holder:
Physical address of licence holder:
Name of licensed premises:
Physical address of licensed premises:
Name of person managing licensed premises:
Identity number of manager:
Amount paid:
Receipt number:
District:
Local municipality:
General conditions:
Special conditions:
Determinations, consent, approvals and authorities granted:

Place of issue:
Date of issue:

.....
**Person acting under power delegated by
responsible Member of the Executive Council**

ANNEXURE M
SPECIAL EVENTS PERMIT IN TERMS OF SECTION 53(7)
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 12

<u>PARTICULARS OF THE PERMIT HOLDER</u>
--

Permit number:

Name of event:
Nature of event:
Period of event:
Start date of event:
End date of event:
Name of permit holder:
Physical address of the premises where the event will be held:
Description of the location in terms of identifiable land marks:
Name and surname of person managing special event premises:
Identity number of manager:
Amount paid:
Receipt number:
District:
Local municipality:
General conditions:
Special conditions:

Place of issue: PIETERMARITZBURG
Date of issue:

.....
**Person acting under power delegated by
the responsible Member of the Executive Council**

ANNEXURE N
NOTICE OF INTENTION TO APPEAL AGAINST THE DECISION
OF THE LIQUOR AUTHORITY
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 13

In the matter between –

Appellant/Applicant*:

.....
and

The NW Liquor Authority

and Premises (address):

Take notice that
(hereinafter called the Appellant/Applicant*) hereby applies to this Liquor Authority for an
order in the following terms:

1. *Leave to appeal against the judgment (state particulars):

.....

.....

.....

2. *Condoning of the failure to (state particulars):

.....

.....

.....

3. *Any other matter (state particulars):

.....

.....

.....

.....

.....

The accompanying documentation of

..... is attached in support of the
application.

If you intend to oppose this application, you are required to lodge your affidavit in support
of your opposition, after prior service upon the Appellant/Applicant, with the responsible
Member of the Executive Council or the Liquor Authority within one month after service of
this application on you.

Dated at on this day of 20.....

.....
Applicant/Appellant/Agent

Address:
.....
.....

To: (liquor licensing
officer)

Address:
.....
.....

ANNEXURE O
APPLICATION IN TERMS OF SECTION 65
FOR ADDITIONAL STORAGE OF LIQUOR
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 14

1. Name of the licensed premises:

2. Name of licence holder:

.....

3. The physical address of the existing licensed premises:

Official Use: NW Liquor Authority's reference no.:

Amount: R.....

Receipt No.:

Date:

.....

4. The physical address of the proposed storage premises:

.....

5. In which district or metropolitan municipality is the liquor going to be stored?

.....

6. Description of premises and coloured photographs:

.....

.....

.....

7. Comprehensive written representation or motivation:

.....

.....

.....

.....

8. Documents required to be attached to the application –

(a) plan of the premises;

(b) consent from the owner of the premises; and

(c) a certified copy of the applicant's identity document if a natural person or the memorandum of incorporation if it is a juristic person.

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

.....
Date

.....
Signature (of holder of the licence or person authorised to sign this form)

I certify that this declaration has been signed and sworn to/affirmed before me

at on this day of 20.....

by the holder of the licence/person authorised to sign form who has acknowledged that –

- (a) he/she knows and understands the contents of this declaration;
- (b) he/she has no objection to taking the prescribed oath/affirmation; and
- (c) 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

.....
Affirmation

Full names and surname:

Business address:

.....

Designation:

Area for which appointment is held:

Office held if appointment is ex officio:

ANNEXURE P
APPLICATION FOR ALTERATION OF BUSINESS PREMISES
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 15

Date stamp NW Liquor Authority
--

NW Liquor Authority reference no.:

INDEX
Description of document

Annexures:

1. Description of premises and coloured photographs (Reg. 3(2)(b)).
2. Comprehensive written representation or motivation (Reg. 3(2)(c)).
3. Documents required to be attached to the application –
 - (a) a certified copy of the identity document if a natural person; or
 - (b) memorandum of incorporation if it is a juristic person; and
 - (c) the plan showing alterations marked in red;
 - (d) approval of altered premises from the relevant municipality; and
 - (e) consent from the owner of the premises.

Form completed by:

Postal address:

.....

Telephone no.:

4. Name in which the licensed business is conducted:

.....

Name of licence holder:

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

.....

Date

.....

*Signature (of holder of the licence or person
authorised to sign this form)*

I certify that this declaration has been signed and sworn to/affirmed before me

at..... on this day of 20.....

by the holder of the licence/person authorised to sign form who has acknowledged that –

- (a) he/she knows and understands the contents of this declaration;
- (b) he/she has no objection to taking the prescribed oath/affirmation; and
- (c) 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

.....

Affirmation

Full names and surname:

Business address:

.....

Designation:

Area for which appointment is held:

Office held if appointment is ex officio:

ANNEXURE Q1
APPLICATION FOR TRANSFER OF LIQUOR LICENCE TO
A PROSPECTIVE LICENCE HOLDER
North West Liquor Licensing Act, 2016
(Act. No. 6 of 2016)

NWLA 17A

For official use: NW Liquor Authority Reference No.:

Amount: R.....

Receipt No.:

Date:

APPLICATION FOR A LICENCE IN TERMS OF ...

(Choose the applicable section in the table below and mark the relevant square with an X)

Section 60 in respect of death or incapacity of a licensed person	
Section 61(1) to transfer financial interest	
Section 66 to transfer a liquor licence to a prospective holder	

INDEX Description of document
<p>Attachments:</p> <ol style="list-style-type: none"> 1. Application in terms of sections 60, 61 and 66. 2. Comprehensive written representations. 3. Documents required to be attached to the application – <ol style="list-style-type: none"> (a) letter of executorship; (b) death certificate (sections 60 and 66); (c) permission to occupy (in the form of a title deed or lease agreement or rates statement from the municipality); (d) copy of the existing valid business licence; (e) certified copy of identity document of the applicant; (f) proof of payment of lodging fees; (g) proof of renewal of licence fees; (h) tax clearance certificate of applicant/person acquiring a financial interest; and (i) an SAPS 69 from the South African Police Service.

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

1. Full names and surname of applicant:

.....

2. If applicant is not natural person, state the name, identity number and address of each shareholder, member, partner or beneficiary. The applicant is required to submit a resolution from the company authorising a signatory from amongst the existing shareholders. The resolution must be accompanied by a certified copy of the signatories' identity document/s. Should the applicant resolve to have the consultant be the signatory, then the applicant is required to attach a Power of Attorney.

3. Name in which 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 or metropolitan municipality is the premises referred to in subparagraph (a) situated?.....

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

.....
 Date

.....
 Signature (of applicant who is the holder of the
 licence or person authorised to sign application)

I certify that this declaration has been signed and sworn to/affirmed before me

at on this day of 20.....

by the holder of the licence/person authorised to sign application who has acknowledged that –

- (a) he/she knows and understands the contents of this declaration;
- (b) he/she has no objection to taking the prescribed oath/affirmation; and

(c) 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

.....
Affirmation

Full names and surname:

Business address:

Designation:

.....
Area for which appointment is held:

Office held if appointment is ex officio:

PART B

INFORMATION RELATING TO APPLICANT WHO IS THE PROSPECTIVE HOLDER

1. (a) Full names and surname of applicant:

.....
(b) Age of applicant:

(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. If applicant is not a natural person, state the name, identity number and address of each

shareholder, member, partner or beneficiary:

.....

.....

3.(a) The applicant is required to submit a letter of executorship or letter of authority.

(b) The applicant is to state or explain his/her relationship to the licence holder:

.....

(c) The applicant –

(i) has, in the Republic or elsewhere in the preceding 10 years, been sentenced for any offence to imprisonment without the option of a fine;

Yes

No

(ii) has, in the preceding 10 years, been convicted of an offence in terms of the Liquor Act, 1989 (Act No. 27 of 1989), or the NW Liquor Licensing Act, 2016 (Act No. 6 of 2016), irrespective of the sentence imposed, and was, within three years after the conviction, again convicted of an offence in terms of any of the abovementioned two Acts and was, therefore, then sentenced to a fine of not less than R100 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

Yes

No

(v) is a minor;

(vi) is the spouse of a person contemplated in subparagraphs (i), (ii) or (iv); or

☐ Yes

☐ No

(vii) is committed in terms of the Mental Health Act, 1973 (Act no. 18 of 1973) or the Mental Health Care Act, 2002 (Act No. 17 of 2002), as the case may be; and

☐ Yes

☐ No

(d) if the applicant is a company, close corporation, partnership, co-operative association or trust, state whether a person contemplated in subparagraph (a) –

(i) has a controlling interest in such a company, close corporation, co-operative association or trust;

☐ Yes

☐ No

(ii) is a partner in such a partnership; or

☐ Yes

☐ No

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

☐ Yes

☐ No

(e) If any of the questions in subparagraphs (a) or (b) have been replied to in the affirmative, provide full details:

.....
.....

(Use an annexure if necessary)

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

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

.....

.....; and

(ii) who, including the applicant, will have an interest if the application is granted, and in each case, the nature and extent of such interest. If the applicant is a juristic person, it shall be sufficient if the name, registration number and postal address of such juristic person is provided, together with the name of each director and the nature and extent of the financial interest of such company:

.....

(Use an annexure if necessary)

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

(Use an annexure if necessary)

(c) In the case of an application for a liquor store licence, 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 the agent of such person;

☐ Yes

☐ No

(iv) a company in which shareholders have a financial interest in the business of a producer or a manufacturer or hold a controlling interest in such business; or

☐ 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 or mark the applicable square)

5. If application is made for the transfer of a micro-manufacturing licence, is the applicant a person who –

(a) engages in viticulture;

☐ Yes

☐ No

(b) manufactures any other fermented beverage; or

☐ Yes

☐ No

(c) is a member of a co-operative society, as defined in section 1 of the Wine and Spirit Control Act, 1970 (Act No. 47 of 1970), which manufactures wine from grapes produced by members of the co-operative society?

☐ Yes

☐ No

6. Name in which the business is to be conducted:

.....

7. Will the applicant have the right to occupy the premises referred to in paragraph 4(a) of Part A of the application, including such place on other premises upon which any approval or determination is

☐ Yes

☐ No

exercised for the purposes of the licence?

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 authorised to sign the application and in the documents attached to it, is true and correct.

.....
Date

.....
Signature (of applicant who is the prospective holder of licence or person authorised to sign application)

I certify that this declaration has been signed and sworn to/affirmed before me

at on this day of 20.....

by the applicant who is the prospective holder/person authorised to sign the application who has acknowledged that –

(a) he/she knows and understands the contents to this declaration;

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

(c) 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

.....
Affirmation

Full names and surname:

Business address:

Designation:

Area for which appointment is held:

Office held if appointment is ex officio:

ANNEXURE Q2
TRANSFER CERTIFICATE
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 17B

CERTIFICATE IN TERMS OF SECTION 74(3): TRANSFER OF A LIQUOR LICENCE

Licence number:

The(type of licence) licence held by:

.....

situated at in the

(district or metropolitan municipality under which business is conducted in the name of:

.....

is hereby transferred to.....

.....

.....

The business is conducted in the name of:

The transfer of the licence shall be of no force and effect after the expiry date unless the prescribed renewal fees have been paid.

Date of Issue	Amount Received	Receipt No.	Expiry Date
.....

ANNEXURE R
APPLICATION IN TERMS OF SECTION 75 FOR REMOVAL OF LICENCE FROM
LICENSED PREMISES TO OTHER PREMISES
 North West Liquor Licensing Act, 2016
 (Act No. 6 of 2016)

NWLA 18

For official use:

Date stamp

.....

NW Liquor Authority

Receipt of Application

Amount: R

Receipt No.:

Date:

NW Liquor Authority's Reference no.:

INDEX
Description of document

Annexures:

1. Application.
2. Plan of the premises.
3. Description of premises and colour photographs.
4. Comprehensive written representation or motivation.
5. Documents required to be attached to the application –
 - (a) liquor inspector's report;
 - (b) business licence;
 - (c) permission to occupy (in the form of a title deed or lease agreement or rates statement from the municipality);
 - (d) consent to trade in liquor;
 - (e) certified copy of identity document of the applicant;
 - (f) proof of payment of lodging fees;
 - (g) tax clearance certificate of applicant; and
 - (h) power of attorney/company resolution authorising a signatory (to be accompanied by a certified copy of the signatories' identity document/s (where applicable)).

1. Full names and surname of applicant:

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

.....
.....
.....

(Use an annexure if necessary)

3.(a) Name in which licensed business is conducted:

.....

(b) Will the name change as a result of the removal?

Yes

No

(c) If so, state new name:

4.(a) Describe the situation of the premises where the licensed business is presently conducted with reference to the erf-, street- and farm number:

.....
.....
.....
.....
.....
.....

(b) Describe the situation of the proposed premises where the business is to be conducted with reference to the erf-, street- and farm number:

.....
.....
.....
.....
.....

5.(a) Are the premises referred to in paragraph 4(a) and (b) in the same district or metropolitan municipality, and if not, state the district/metropolitan municipality:

.....

 (b) State the shortest distance by road from the premises referred to in paragraph 4(a) to the premises referred to in paragraph 4(b):

6. Will the applicant have the right to occupy the premises referred to in paragraph 4(b)?

☐ Yes

☐ No

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

8.(a) Is application made in respect of premises which –

(i) have not yet been erected;

☐ Yes

☐ No

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

☐ 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 8(a)(i) or (ii) applies, state –

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

.....;and

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

9.(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)?

☐ Yes

☐ No

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

.....

.....

(Use an annexure if necessary)

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

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

.....
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 on this day of 20.....

by the applicant/person authorised to sign application who has acknowledged that –

- (a) he/she knows and understands the contents of this declaration;
- (b) he/she has no objection to taking the prescribed oath/affirmation; and
- (c) 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

.....
Affirmation

Full names:

Business address:

Designation:

Area for which appointment is held:

Office held if appointment is ex officio:

ANNEXURE S
SECURITY PLAN
 North West Liquor Licensing Act, 2016
 (Act No. 6 of 2016)

NWLA 19

The Security Plan is to include the following –

No.	Security Plan	Check Box	
1.	The floor plan of the proposed site or area.	Yes	No
2.	The access point (entry and exit).	Yes	No
3.	The entry/exit point to be manned at all times.	Yes	No
4.	Patrons to be searched at point of arrival and departure.	Yes	No
5.	Storage facilities for licensed firearms to be provided.	Yes	No
6.	The point of sale to be cordoned off (indicated on the floor plan submitted).	Yes	No
7.	The restricted part for consumption of liquor to be cordoned off (to be indicated on the floor plan submitted).	Yes	No
8.	Parking to be provided.	Yes	No

9.	Ablution facilities for males and females to be provided.

Yes	No

Dated at on this day of 20.....

.....

Applicant

ANNEXURE T
SITUATIONAL REPORT
North West Liquor Licensing Act, 2016
(Act No. 6 of 2016)

NWLA 20

NO.	SECURITY PLAN
1.	Name and surname of the applicant:
2.	Trading name:
3.	Category of licence:
4.	Type of premises applied for:
5.	Address of premises:
6.	The floor plan of the proposed site or area is included:
7.	The access point (entry and exit) is indicated in red on the floor plan:
8.	The entry and exit point is manned at all times: Please provide the number of security staff who will man the door:
9.	Patrons are searched at point of arrival and departure: Indicate the point of search on the floor plan in black.

10.	Storage facilities for licensed firearms are provided in compliance with the Firearm Control Act, 2000 (Act No. 60 of 2000):
11.	The point of sale is cordoned off (to be indicated on the floor plan submitted): Please indicate the type of equipment used for cordoning:
12.	The restricted part for consumption of liquor is cordoned off (indicated on the floor plan submitted):
13.	Sufficient parking is made available in compliance with municipal regulations:
14.	Ablution facilities for males and females are indicated on the floor plan: There is compliance with municipal by-laws regarding the following – (a) age restriction; (b) the restriction on sound levels in the case of music and public announcements; and (c) restrictions on the quantity of liquor supplied to individuals.

Dated at on this day of 20.....

.....

Applicant

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