

! WHAT YOU NEED TO APPLY FOR A LIQUOR LICENCE:

To apply for a permanent liquor licence, you need to complete Forms 3, 3A and 3B available on the WCLA website (www.wcla.gov.za) and in the Western Cape Liquor Regulations of 2011 as amended in 2017.

Regulation	Form Number	Description
9(3)	3	Application for a licence in terms of section 36
10(1)	3A	Notice of applications for liquor licences in terms of section 37(1) of the Western Cape Liquor Act, 2008
10(2)	3B	Notice of lodgement of application for liquor licence

The following documents should be submitted with Form 3:

Description of documents to be attached	Annexure
Comprehensive floor plan of the proposed licensed premises	A
Site plan	B
Aerial view map	C
Description of the premises	D
Indexed colour photographs	E
Written representations in support of the application	F
Affidavit by the applicant that he or she is not disqualified in terms of section 35 from holding a liquor licence	G
Proof of notice in terms of section 37(2)	H
Proof of right to occupy the proposed licensed premises	I
Proof of ownership of the proposed licensed premises or, if the applicant is not the owner, written consent from the owner of the proposed licensed premises that the applicant may use the proposed licensed premises for the purposes of the licence applied for	J

A certified copy of the identity card or document, or the passport and visa or permanent residence permit of the applicant if the applicant is a foreigner. In the case of an applicant other than a natural person, copies of the relevant registration documents indicating the identity and, where applicable, the financial interests of all members, directors, partners, beneficiaries or trustees	K
Proof of payment of the applicable application fee	L
A zoning certificate or a copy of a planning application submitted to the municipality concerned in terms of applicable planning legislation	M
Other documents required in the Act or required by the WCLA	N
A nomination for the appointment of a manager in accordance with regulation 22, if applicable	O

? WHO IS DISQUALIFIED FROM HOLDING A LIQUOR LICENCE?

- Anyone who, within five (5) years prior to applying for a licence, was sentenced to imprisonment without the option of paying a fine.
- Anyone who, within five (5) years prior to applying for a licence, was declared unfit to have a liquor licence.
- Anyone who previously had a liquor licence that was cancelled within twelve (12) months prior to this application.
- Anyone who is an unrehabilitated insolvent (an insolvent whose estate is controlled in terms of the Insolvency Act).
- Anyone who is a minor (under 18 years of age) upon the date the application is being considered.
- The spouse (husband or wife) or life partner of the above.
- Anyone who is mentally ill as defined in the Mental Health Care Act, 2002 (Act 17 of 2002).
- Any company, close corporation or co-operative, in which any of the above mentioned has a shareholding, member's interest, or a membership share.
- Any trust of which he or she is a trustee or beneficiary, and any partnership of which he or she is a partner, is disqualified.

IF YOU WANT TO SELL OR MANUFACTURE LIQUOR, YOU NEED A LIQUOR LICENSE!

Follow these steps to apply for a liquor license:

? WHAT IS A LIQUOR LICENCE?

A liquor licence is a document that is issued to a person that gives them the legal right to sell or micro-manufacture liquor.

! THE DIFFERENT TYPES OF LIQUOR LICENCES:

- **Micro-manufacturing for on and off consumption** — a licence for the micro-manufacture and sale of liquor for consumption both on and off the premises where the liquor is sold.
- **Consumption on** — a licence for the sale of liquor for consumption on the premises where the liquor is sold.
- **Consumption off** — a licence for the sale of liquor for consumption off the premises where liquor is sold.
- **Consumption on and off** — in exceptional circumstances, a licence is given for the sale of liquor consumed both on and off the premises.



? APPLICATION PROCESS:

- **Step 1: Application forms and annexures**
Lodge your application by **14:00** on the **last Friday of the month** with the Western Cape Liquor Authority (WCLA) **and** the South African Police Service (SAPS) in the area of the proposed licenced premises.
- **Step 2: Follow-up**
The WCLA will check the application to ensure all information and documents are included. If not, the WCLA will follow up with the applicant and provide a deadline for outstanding documents to be submitted.
- **Step 3: Advertising**
The application will be advertised once it contains all relevant information. The applicant must display a notice (Form 3B) in all three official languages of the Province.
- **Step 4: Objection period**
Should anyone oppose the application, the applicant will be provided with a copy of the representations and will have the option to respond within 14 days.
- **Step 5: Outcome**
After the objection period is over, the application is put before the LLT for consideration. The outcome of the application will then be communicated to all affected parties.



Contact the WCLA

- ☎ 021 204 9805/9700 or
- ✉ liquor.enquiries@wcla.gov.za
- 📍 3rd Floor, Sunbel Building,
3 Old Paarl Road, Bellville, 7530
- 🌐 www.wcla.gov.za