



PLEASE TAKE NOTE THAT FEES HAVE INCREASED AS FROM 1 DECEMBER 2020

Kindly ensure that you pay the correct amount by the relevant deadline, especially when renewing an existing licence. See details of fees for granting of licences, transfers, removals and renewals on the following pages.

If you have any queries, please get in touch with our Contact Centre for assistance on **021 204 9805** or liquor.enquiries@wcla.gov.za.

Fees payable in respect of certain applications and maximum amount of fine:

ITEM	NATURE OF APPLICATION OR FINE	FEES/FINE
1.	Application for a licence in terms of section 36(1)(e)	R 1 910
2.	Application for a temporary liquor licence in terms of section 48(1)	R 422
3.	Application for an event liquor licence in terms of section 48(4)	R 422
4.	Application to amend the conditions of a licence in terms of section 49(6)	R 781
5.	Application to transfer a financial interest in the business to which the licence relates in terms of section 51(2)	R 781
6.	Application for consent to alter licensed premises, change the nature of the business or to conduct business under the licence on premises on which any other business, trade or occupation is carried on or pursued in terms of section 53(1)(a), (b) or (c) respectively	R 781 (each)
7.	(a) Application to store liquor in terms of section 57(1) (b) Granting of application to store liquor in terms of section 57(1)	R 422 R 422
8.	(a) Application for the extension of trading hours in terms of section 59(4) (b) Granting of application for extension of trading hours in terms of section 59(4)	R 422 R 1 192
9.	Application for renewal in terms of section 64(1)	R 422
10.	(a) Application for the transfer of a licence in terms of section 65(1) (b) Application for consent in terms of section 65(3) to conduct the licensed business pending the transfer of the licence in terms of section 65(1) (c) Application for the extension in terms of section 65(6) of the time period of the consent granted in terms of section 65(5)	R 422 R 422 R 422
11.	Application for the removal of a licence in terms of section 66(2)	R 781
12.	(a) Application for exemption in terms of section 84(2) (b) Granting of an application for exemption in terms of section 84(2)	R 781 R 781
14.	Application for a copy of a licence and the conditions thereto or of any application	R 120
15.	Copies of minutes of proceedings of Authority, Liquor Licensing Tribunal or Appeal Tribunal	R 120
16.	Maximum amount of fine that the Liquor Licensing Tribunal may impose in terms of section 20(3)(b)(v)	R 120 350
17.	Application – (a) to withdraw or amend conditions attached to a conditional approval: regulations 17(9), 32(36), 33(33) (b) to amend a plan of the premises attached to a conditional approval: regulations 17(9), 33(33) (c) to extend the time period granted for a conditional approval: regulations 17(19), 32(47), 33(42) (d) for revocation or amendment of conditions or requirements determined under section 66(13): regulation 33(33)	R 422 R 422 R 422 R 422
18.	Application in terms of section 51(7) – (a) to let the licensed premises to another person; (b) to allow another person to carry on business in terms of the licence; (c) to allow another person to use the licensed premises	R 781 R 781 R 781



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

ITEM	NEW LICENCES AND GRANTING OF CERTAIN APPLICATIONS	TRANSFER/ REMOVAL	RENEWALS	
			Annual	Biennial
1. On-consumption licence	R 2 389	R 1 494	R 4 773	R 9 546
2. Off-consumption licence	R 2 389	R 1 494	R 4 773	R 9 546
3. On- and off-consumption licence	R 2 389	R 2 269	R 7 755	R 15 511
4. Micro-manufacturing licence	R 2 389	R 1 494	R 4 773	R 9 546
5. Temporary liquor licence	R 239 per day	-	-	-
6. Event liquor licence	R 239 per day	-	-	-
7. Alter licensed premises	R 239	-	-	-
8. Change nature of business	R 239	-	-	-
9. Conduct licensed business on premises on which other business is conducted	R 239	-	-	-
10. Amend or withdraw conditions to a conditional approval	R 781	-	-	-
11. Amend the plan attached to a conditional approval	R 781	-	-	-
12. Extend the time period attached to a conditional approval	R 781	-	-	-
13. Conduct licensed business pending the transfer of the licence	R 781	-	-	-
14. Extend the time period of consent granted to conduct business pending the transfer of the licence	R 781	-	-	-
15. Revocation or amendment of conditions or requirements determined under section 66(13)	R 781	-	-	-

The Provincial Gazette detailing these revised fees (**Western Cape Liquor Act, 2008 (Act 4 of 2008): Western Cape Liquor Regulations, 2011: Amendment, 2020**), which was published on 29 October 2020, can be viewed on our website at www.wcla.gov.za under 'Regulations' on the 'Legislation' page.



ANNUAL RENEWALS OF LIQUOR LICENSES

Kindly ensure that you renew your liquor licence on or before 31 December 2020 in order for it to be valid for the year 2021. If an annual renewal notice is not received, it remains the responsibility of the liquor licence holder to pay the prescribed renewal fees on or before 31 December, annually.

Failure to renew your licence by 31 December 2020 will lead to the lapsing of your liquor licence and penalties will be charged for late payment of your renewal fees as set out in the Western Cape Liquor Act. Please see payment details on the following page.

ANNUAL FEES	31 December	31 January	28 February	31 March
On – consumption	Renewal = R4 773	Renewal + 50% = R7159.50	Renewal + 100% = R9 546	Renewal + 150% = R11 932.50
Off – consumption	Renewal = R4 773	Renewal + 50% = R7159.50	Renewal + 100% = R9 546	Renewal + 150% = R11 932.50
On and Off – consumption	Renewal = R7 755	Renewal + 50% = R11 632.50	Renewal + 100% = R15 510	Renewal + 150% = R19 387.50
Micro – manufacturing	Renewal = R4 773	Renewal + 50% = R7 159.50	Renewal + 100% = R9 546	Renewal + 150% = R11 932.50

BIENNIAL RENEWALS OF LIQUOR LICENSES

License holders who have previously opted for the biennial renewal of their license must ensure that they renew their license on or before 31 December 2020 in order for it to be valid for the years 2021 and 2022. If a renewal notice is not received, it remains the responsibility of the license holder to pay the prescribed renewal fees on or before 31 December, biennially.

Failure to renew your license by 31 December of each two year cycle will lead to the lapsing of your liquor license and penalties will be charged for late payment of your renewal fees as set out in the Western Cape Liquor Act. Please see payment details on the following page.

BIENNIAL FEES	31 December	31 January	28 February	31 March
On – consumption	Renewal = R9 546	Renewal + 50% = R14 319	Renewal + 100% = R19 092	Renewal + 150% = R23 865
Off – consumption	Renewal = R9 546	Renewal + 50% = R14 319	Renewal + 100% = R19 092	Renewal + 150% = R23 865
On and Off – consumption	Renewal = R15 511	Renewal + 50% = R23 266.50	Renewal + 100% = R31 022	Renewal + 150% = R38 777.50
Micro – manufacturing	Renewal = R9 546	Renewal + 50% = R14 319	Renewal + 100% = R19 092	Renewal + 150% = R23 865



WESTERN CAPE
LIQUOR AUTHORITY

**For any queries, contact the
WCLA for assistance:**

021 204 9805 / 021 204 9700
liquor.enquiries@wcla.gov.za

FEES SHOULD BE PAID INTO THE WCLA'S BANK ACCOUNT:

NAME OF ACCOUNT HOLDER: Western Cape Liquor Authority

NAME OF BANK: Nedbank Ltd. South Africa

BRANCH CODE: 198765

ACCOUNT NUMBER: 145 206 9883

ACCOUNT TYPE: Current Account

Email proof of payment to finance@wcla.gov.za

LICENCE HOLDERS SHOULD HAVE THE FOLLOWING ITEMS AT THE LICENSED PREMISES:

- Liquor licence OR Transfer certificate OR Removal certificate
- Display the name of premises, trading hours, type of licence and licence number
- Proof of payment of renewal

COVID-19 SAFETY PROTOCOLS

- **Social distancing (at least 1.5m)**
- **Regular hand washing/sanitising**
- **Wearing of masks that cover the nose and mouth**

It is the responsibility of the licence holder or manager of the licenced establishment to ensure the safety of patrons in relation to the COVID-19 pandemic, and in accordance with the National Disaster Management Regulations. This includes maintaining control over the behaviour of patrons, by implementing these measures:

- **Put up adequate signage regarding COVID-19 safety protocols**
- **Train staff to actively enforce COVID-19 safety protocols**
- **Take temperatures of patrons upon entry**
- **Prevent crowds and congestion**
- **Hire a security guard if necessary**
- **Report any disorderly patrons to SAPS if necessary**
- **Operate within stipulated trading hours**

Support and resources: <https://coronavirus.westerncape.gov.za/covid-19-resources-workplaces>