

HOW TO APPLY FOR RENEWAL OF A LICENCE NOT CAPABLE OF AUTOMATIC RENEWAL

IN TERMS OF SECTION 64 OF THE WESTERN CAPE LIQUOR ACT, 2008 AS AMENDED

1

Complete **Form 22** ('Application for Renewal of Licence in Terms of Section 64(1)') including your representations in support of the application (motivation for renewal).

2

Pay **application fee** (Item 9 of Annexure 1 of the Western Cape Liquor Regulations, 2011 as amended).

3

Lodge application with the WCLA by **30 September** (made up of Form 22, representations and proof of payment of the application fee).

4

Lodge copy of application with **Designated Liquor Officer (DLO)** in whose area of jurisdiction the licensed premises is located - also by **30 September**

5

WCLA communicates next steps, including opportunity for licensee to respond to DLO report, WCLA Inspector report, and any other comments on the application.

6

If application for renewal is granted, licence is valid upon payment of renewal fee (by **31 December**). If application for renewal is refused, licence lapses.

Form 22 can be found on www.wcla.gov.za under *Licensing > Application Forms > Renewal of liquor licence*

Please note, this is a summary of the process. Full details are available from the WCLA or in the Western Cape Liquor Act and Regulations

Contact the
Western Cape
Liquor Authority

Phone: 021 204 9805 / 9700
Email: liquor.enquiries@wcla.gov.za
Online: www.wcla.gov.za
In-person: 3rd floor, Sunbel Building,
3 Old Paarl Road, Bellville, 7530



WESTERN CAPE
LIQUOR AUTHORITY