

Please see key details below for how to successfully renew your licence and ensure its validity for 2023.

STEP-BY-STEP:

1. Liquor licensing fees are revised annually ahead of the renewal period.

On 3 June 2022, the Western Cape Government published a draft amendment to the WC Liquor Regulations (2011 as amended) in the Provincial Gazette, with the proposed new licensing fees/tariffs for 2022, with a 30-day public comment period open until 4 July 2022. Following a review of all comments and inputs received, the final amendment to the regulations was published on 20 July 2022. These amended regulations are available at <https://www.wcla.gov.za/regulations>.

2. The WCLA issues a Renewal Notice (Form 21A or Form 21B) to each licensee, no later than 31 October.

If the Renewal Notice is not received, it is still the licence holder's responsibility to pay the prescribed renewal fees on or before 31 December each year. Licences not capable of automatic renewal will be issued with a Section 64 Notice by 31 July each year detailing the non-automatic renewal process.

3. Prescribed renewal fees (on page 2 of this notice) can be paid online or manually:

3.1. **ONLINE:** Create your profile on the new **eLicence Portal** and pay licence renewal fees online.

Access the portal via wcla.gov.za (look for the 'eLicence Login' button) or [click here](#).
View a step-by-step guide to the portal here: www.wcla.gov.za/eLicenceGuide.

3.2. **MANUAL:** Pay renewal fees to the WCLA's bank account by EFT or deposit (details on page 2).

Use the WCP licence number as reference and email proof to finance@wcla.gov.za.

4. The licence is automatically renewed upon payment of the prescribed fees on or before 31 December.

5. A 'Confirmation of Renewal' document is available to download on the **eLicence Portal** (see 3.1).

6. Proof of payment and Renewal Notice must be displayed at the premises.

The WCLA does not issue a new licence each year. The original licence should be displayed at the licensed premises. In the case of a licence subscribed to a biennial renewal cycle, a copy of Form 21B (proof of application to subscribe to the biennial cycle) must also be displayed.

7. Failure to pay renewal fees by 31 December results in the licence lapsing and late payment penalties.

There is an opportunity to reinstate the licence by paying the renewal fee plus a late payment penalty of 50% by 31 January, or the renewal fee plus a late payment penalty of 100% by 28 February.

8. If the renewal fee has not been paid by 28 February, there is one last opportunity to reinstate the licence by applying for condonation by 31 March.

The CEO of the WCLA may condone the failure to pay the renewal fees by the required date and allow a late payment of the renewal fee subject to the completion of Form 21C plus a penalty of 150%. If the CEO grants condonation and the renewal fee and penalties have been paid by the specified date, the licence will be validated until 31 December of that specific year. If the amounts (renewal fee plus penalty) are not paid by the due date, the licence remains lapsed.

9. Licensees who opt for biennial renewal must pay renewal fees by 31 December of each 2-year cycle.

It is not possible to switch from a biennial renewal back to an annual renewal. To opt in to a biennial renewal cycle, Form 21B must be completed and submitted to the WCLA with proof of payment of the biennial renewal fee between 1 and 30 November of that specific year.

10. It is crucial that licence holder contact details are up-to-date for receiving important communication.

Please check your details on the Renewal Notice annexure or contact us to confirm the correct details.

LICENCE RENEWAL FEES FOR 2023

ANNUAL RENEWAL FEES				
Licence Type	Renewal Fee		Late Payment Penalties	
	Pay by 31 Dec	Pay by 31 Jan	Pay by 28 Feb	Pay by 31 Mar (with condonation approval)
On-consumption	R 5 372	Renewal fee + 50% R 8 058	Renewal fee + 100% R 10 744	Renewal fee + 150% R 13 430
Off-consumption	R 5 372	Renewal fee + 50% R 8 058	Renewal fee + 100% R 10 744	Renewal fee + 150% R 13 430
On- and Off-consumption	R 8 728	Renewal fee + 50% R 13 092	Renewal fee + 100% R 17 456	Renewal fee + 150% R 21 820
Micro-manufacturing	R 5 372	Renewal fee + 50% R 8 058	Renewal fee + 100% R 10 744	Renewal fee + 150% R 13 430

BIENNIAL RENEWAL FEES				
Licence Type	Renewal Fee		Late Payment Penalties	
	Pay by 31 Dec	Pay by 31 Jan	Pay by 28 Feb	Pay by 31 Mar (with condonation approval)
On-consumption	R 10 744	Renewal fee + 50% R 16 116	Renewal fee + 100% R 21 488	Renewal fee + 150% R 26 860
Off-consumption	R 10 744	Renewal fee + 50% R 16 116	Renewal fee + 100% R 21 488	Renewal fee + 150% R 26 860
On- and Off-consumption	R 17 456	Renewal fee + 50% R 26 184	Renewal fee + 100% R 34 912	Renewal fee + 150% R 43 640
Micro-manufacturing	R 10 744	Renewal fee + 50% R 16 116	Renewal fee + 100% R 21 488	Renewal fee + 150% R 26 860

PLEASE NOTE:

- **Deadline for payment** of renewal fees is **31 December** each year.
- **For manual payments**, ensure you pay the **correct amount** with the **WCP licence number as reference**.
- **Biennial renewal fees** only apply to licensees who opt-in to a biennial renewal cycle. It is not possible to switch back to an annual renewal once this option is chosen.

BANKING DETAILS:

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
Payment reference: **WCP licence number**
Email proof of payment to: finance@wcla.gov.za

CONTACT THE WCLA:

021 204 9805 • liquor.enquiries@wcla.gov.za • 3rd Floor Sunbel Building, 3 Old Paarl Road, Bellville, 7530