EVENT LICENCE GUIDE

section 48(4) and 48(10) read with Regulation 19

WESTERN CAPE
LIQUOR AUTHORITY

As per the Western Cape Liquor Regulations, 2008 (as amended)

The guideline will assist prospective applicants in ensuring a fully compliant application is submitted and processed.

This guideline will be effective immediately.

1.Purpose

The Western Cape Liquor Authority (WCLA) hereby notifies all prospective applicants of the mandatory requirements and statutory timelines applicable to applications for event liquor licences.

2.Lodgement of Applications - section 48(4)

All applications (Form 9) for event liquor licences must be lodged no later than **39 days** prior to the event date. Failure to comply with this requirement will result in the application not being considered, unless accompanied by a condonation application in terms of section 48(10) of the Act.

Applicants note a 100% penalty is applicable for every day the application is late when not lodged within the prescribed period. Contact the WCLA to confirm correct fees payable should you be unsure.

3.Condonation for Late Applications – section 48(10)

Applicants submitting late applications must:

a) Submit a condonation application (Form 12A) together with the event application;
b) Provide written motivation for the late submission.

Refer to **Annexure A** for Condonation Checklist.

4.Completeness of Applications

Applicants **must** submit the prescribed application forms accompanied by all supporting documentation as provided for in Regulation 19 at the time of lodgement (please refer to Checklist attached as **Annexure B**). Please note that the application must be accompanied by proof of lodgement with the **Designated Liquor Officer** in whose area of jurisdiction the proposed licensed premises are situated and the **Municipality** concerned.

5.Statutory Processing Period

In terms of Regulation 19, applications must be finalised within **19 days** from date of lodgement. During this period, all administrative processes, including DLO reports, Municipal reports, inspection (if any), objections, and adjudication, must be completed.

6.Applicant Obligations

Applicants must:

1) Respond to DLO reports, objections, and municipal comments within **10 days** of lodgement;
2) Provide any additional information requested by the Presiding Officer within **3 days** from date request is received.

Failure to comply may negatively affect the outcome of the application.

7.Decision and Issuing of Licence

a) Applicants will be notified of the outcome within one (1) day of the decision.
b) Successful applicants must pay the prescribed licence fee as soon as reasonably possible and provide proof to the WCLA.
c) The licence will be issued within one (1) day once the fees have been cleared in the account of the Authority.

8.Important Notice

a) The WCLA emphasizes that the 19-day decision period is prescriptive.
b) We encourage applicants not to submit incomplete applications or applications that have not been lodged at the DLO or Municipality.
c) Applicants bear full responsibility for compliance with all regulatory requirements.

9.Lodgement of Event Applications

All applications for Events may be lodged with the Authority through the following channels:

a) eLicence portal: visit www.wcla.gov.za ; or ***Important Note: please register on the portal***
b) email via events@wcla.gov.za ; or
c) physically at our Office, **3 Old Paarl Road, Sunbel Building, 3rd Floor, Bellville, Cape Town**. Please do not use any alternative communication method when lodging an event application.

10.Bank Details

Payment to be made by direct deposit into the following bank account of the Authority:

Bank: Nedbank
Account holder: Western Cape Liquor Authority
Account number: 145 206 9883
Branch code: 198 765

Please use the reference number provided by the Authority or Event name as the reference when making a payment and email proof of payment to finance@wcla.gov.za . eLicence portal users can directly make payments on the eLicence Portal accessed through the WCLA website.

11.General

Direct any general enquiries to liquor.enquiries@wcla.gov.za

The Western Cape Liquor Authority looks forward to working together with you.

ISSUED BY:
LIQUOR LICENSING ADMINISTRATION
WESTERN CAPE LIQUOR AUTHORITY