

## MANDATE

The mandate of the Eastern Cape Liquor Board can be summarized as follows:

- To register the retail sale and micro – manufacturing of liquor in the Eastern Cape Province.
- To encourage and support the liquor industry.
- To manage and reduce the socio- economic effects of excessive alcohol consumption.

## WHO MAY APPLY FOR A LIQUOR LICENCE

- Any solvent person over the age of 18.
- An individual of sound mind.
- A company or close corporation registered in terms of provisions of the Companies Act .
- A Trust, in which the majority of the trustees having the controlling power, are South African citizens or a Trust in which the majority of the beneficial interests are held by persons who are South African citizens.
- A partner, co - director, co - trustee or beneficiary of any person, who in terms of the Act, is qualified and competent to register.

## REGISTRATION CATEGORIES

- **ON-CONSUMPTION:** Patrons consume liquor on the premises e.g. restaurant, night club, hotel, lodge, etc. Patrons are therefore not allowed to leave with liquor.
- **OFF-CONSUMPTION:** Patrons buy liquor to take away e.g. Bottle store, or any establishment that does not provide for the seating of patrons and consumption of liquor within the premises.
- **ON AND OFF CONSUMPTION:** Patrons either consume what they bought on the premises or take away to consume elsewhere e.g. tavern.
- **SPECIAL EVENT:** Issued to sell liquor at special occasions e.g. fundraising, weddings, charity events and festivals. Applications for special events need to be lodged 40 days (excluding week-ends and Public Holidays) before the event and are valid for 3-10 consecutive dates .
- **MICRO-MANUFACTURING:** Issued to liquor manufacturers producing amounts of liquor that are below a specified threshold. Refer to micro manufacturing pamphlet).

## TYPES OF APPLICATION

- New application.
- Transfer of registration.
- Removal of registration.
- Appointment of a manager.
- Procuring a controlling interest.
- Special event licence.

## WHAT ARE THE REQUIREMENTS?

- Proof of payment of the prescribed lodgement fee.
- Application registration form:
  - ◇ **FORM 1** in respect of an application of a new certificate of registration; or
  - ◇ **FORM 7** in respect of an application of transfer of an existing certificate of registration; or
  - ◇ **FORM 11** in respect of an application for the removal of an existing certificate of registration; or
  - ◇ **FORM 25** in respect of an application for the procurement of a controlling interest in the business to which the certificate of registration relates.
- Proof of service to ward committee (Form 2 or 8 or 12). This should be followed by a community consultation report from the ward committee within 30 days of lodgement of the application (Form2A) and an attendance register signed at the meeting.
- Where there is a school or church / place of worship nearby Form 2 or 12 must be served and a report from such institution concerned must be submitted within 30 days after lodgement.
- Structural floor plan of premises to be used for liquor trading clearly showing dimensions of each room, all doors windows and counter /s and means of external and internal communication, as well as the street/s and places where these means of external communication lead, description of premises and photo's thereof.
- Comprehensive written representation (reason for applying for a license).
- Proof of right to occupy in the form of a Title Deed , Deed of Transfer, Lease Agreement, permission to occupy, letter from Local Municipality and / or Traditional Leader confirming such right. Such proof of right to occupy must further confirm the use of the premises for liquor trading.
- Certified copy of identity document of applicant or members / directors where the applicant is a juristic person.
- **Tax clearance certificate** or proof of registration of the business as a South African taxpayer.
- Foreign nationals to submit work and business permits issued by the Department of Home Affairs.
- In the case of an application by a partnership, a partnership agreement must be submitted with the application.
- In the case of an applicant who is a close corporation or a company registered in the Republic of South Africa, a registration certificate must be submitted with the application.
- In the case of an applicant who is a trust, the application must be accompanied by a trust deed and resolution of the trustees to operate a liquor business.
- No liquor trading application will be considered for operation in illegal informal settlements, RDP / Housing subsidy scheme houses with-out clear written authority from the Municipal Manager of local municipality.
- Proof of approval by the relevant local municipality that the earmarked premises complies with the municipal business regulations.
- Proof of notification to local South African Police Services to participate in the community consultation process.

TYPE OF APPLICATION	LODGEMENT FEES	REGISTRATION FEES
<b>New Registration</b>	R2500	
• On Consumption		R8000
• On and Off Consumption		R2000
• Off Consumption		R5000
• Micro—manufacturing		R5000
<b>Registration fees are to be paid within 60 days of Approval of application</b>		
<b>Transfer or Removal of Certificate of Registration</b>	R750	
• On Consumption		R1000
• On and Off Consumption		R1000
• Off Consumption		R1250
• Micro—manufacturing		R1250
<b>Retail sale and consumption of liquor at a special event</b>	R2500	R1000
<b>Registration of controlling interest</b>	R500	
<b>Appeal application</b>	R750	
<b>Renewal License Fees</b>		
• On Consumption		R3000
• On and Off Consumption		R2500
• Off Consumption		R2500
• Micro—manufacturing		R2500
• Renewal		
<b>Renewal of License to be paid before 31 December</b>		
<b>Renewal paid before 31 January a Penalty of 50% is payable.</b>		
<b>Renewal paid before 28 February a Penalty of 100% is payable.</b>		

### WHERE DO YOU FIND THE LIQUOR BOARD OFFICES

OFFICE	PHYSICAL ADDRESS	TELEPHONE NUMBER	FAX NUMBER
ALIWAL NORTH	Public Works Building, Corner Coles & Queens Terrace Street, Aliwal North	051 633 2268	051 634 2244
CRADOCK	Fam's Mall, High Street, Cradock	048 881 3047	048 881 4927
EAST LONDON	Shop No. 10, The Crossing, Beacon Bay, East London	043 7000 900	043 726 4101
MALUTI	Erf 206, Magistrate College Street, Maluti	039 492 0030	Fax: 086 663 3192
MTHATHA	ECDC Building No. 7, Sission Street, Fort Gale, Mthatha	047 531 0242	047 531 0226
PORT ELIZABETH/UITENHAGE	790 Govan Mbeki Avenue, 1st Floor North Towers, North End, Port Elizabeth	041 484 2136 /49	041 484 2153
QUEENSTOWN	38 Grey Street, Queenstown 5319	045 881 3756	045 839 3709

# Applying

# for a Liquor Licence



**EASTERN CAPE**  
LIQUOR BOARD

[www.eclb.co.za](http://www.eclb.co.za)

SOCIAL FEEDS: follow us on Facebook and Twitter

<http://www.facebook.com/ecliquorboard>

[http://twitter.com/ECLB\\_tweets](http://twitter.com/ECLB_tweets)

Fraud Prevention email: [eclbfraud@msca.co.za](mailto:eclbfraud@msca.co.za)

Toll Free Fraud Prevention Line: 0800 807 807

## Enabling and Promoting a Responsible Liquor Industry