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IPHONDO LEMPUMA KOLONI
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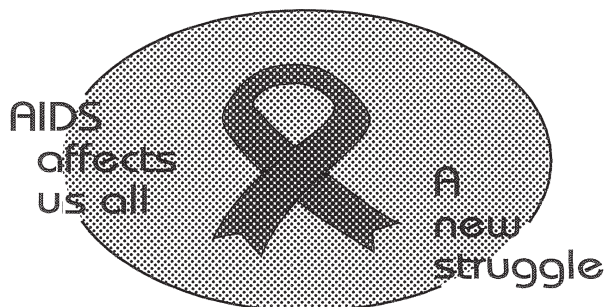
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BISHO/KING WILLIAM'S TOWN

29 November 2024
29 November 2024

No: 5319

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LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS**LOCAL AUTHORITY NOTICE 1260 OF 2024****PROVINCIAL NOTICE OF 2024****DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND
TOURISM****REGULATIONS IN TERMS OF SECTION 69 OF THE EASTERN CAPE LIQUOR ACT, 10
OF 2003**

I, **Nonkqubela Pieters**, Member of the Executive Council responsible for Economic Development, Environmental Affairs and Tourism in the Province of the Eastern Cape, in concurrence with the Member of the Executive Council responsible for Finance in the Province of the Eastern Cape, acting in terms of section 69 of the Eastern Cape Liquor Act, 10 of 2003, hereby:

- (a) repeal Liquor Regulations published under Provincial Notice 17 in Gazette 1159 of 28 May 2004; and
- (b) make Regulations as per section 69 of the Act and set out hereunder

The Regulations can be downloaded from the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) website: www.dedea.gov.za as well as from the website of the Eastern Cape Liquor Board at: www.eclb.co.za

The date of commencement of these Regulations shall be 1 March 2025.



Hon. N. Pieters

Member of the Executive Council

Eastern Cape Department of Economic Development, Environmental Affairs and Tourism

EASTERN CAPE LIQUOR REGULATIONS

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1. Definitions

In these Regulations, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act retains that meaning, and:

“Act” means the Eastern Cape Liquor Act, 2003 (Act 10 of 2003);

“applicant” means any person applying for a certificate of registration or any other form of dispensation in terms of the Act and these regulations;

“Board” means a body as established in terms of section 4 of the Act;

“curator” means a curator as defined in section 1 of the Administration of Estates Act, 1965 (Act 66 of 1965);

“days” means calendar days and are calculated to exclude the first day and include the last day unless the last day falls on a Sunday or any Public Holiday, in which case the last day will be the first working day thereafter;

“educational institution” means any early childhood development centre, public or private primary or secondary school and tertiary educational institutions, duly registered in terms of the relevant legislation;

“governing body” means a governing body as defined by the relevant legislation in respect of educational institutions;

“foreign national” means a foreigner as defined in section 1 of the Immigration Act, 2002 (Act 13 of 2002);

“inspector” means an inspector appointed or designated in terms of section 46(1) of the Act;

“manager” means a natural person appointed in terms of section 40 of the Act who holds a valid proof of permanent residency in the Republic of South Africa and is not disqualified in terms of the Act;

“micro-manufacturer” means a micro-manufacturer as defined in section 1 of the Act;

“municipal approved building plan” means a building plan approved by the relevant municipal authority as compliant with applicable national and municipal by-laws or an endorsement or certification by the municipal authority confirming that the building or building plan is suitable for the intended use of the premises;

“place of worship” means a building or structure where people gather to perform acts of devotion, worship or religious study, whose premises are registered with or recognised by the relevant authority;

“premises population certificate” means a certificate issued by the relevant municipal authority in respect of the registered premises indicating the maximum number of persons permitted to occupy the premises at any given time;

“proof of right to occupy” means documentary proof indicating that the applicant has the express consent and necessary authority to occupy the property for the purposes of the retail sale of liquor or micro-manufacturing;

“radius” means the measurement of distance from the nearest boundary of the erf of educational institutions and places of worship to the nearest boundary of the erf of the proposed outlet;

“refugee” means a refugee as defined in section 1 of the Refugees Act, 1998 (Act 130 of 1998);

“removal of registration” means the application for removal of registration from the current registered premises to the intended premises within the same district municipal area;

“reside” means to live, occupy or inhabit a dwelling or premises;

“secretary” means the secretary of the Board;

“transfer of registration” means the application for the transfer of a registration certificate from the current holder of the licence to another person;

“ward” means ward as defined in section 1 of the Municipal Structures Act, 1998 (Act 117 of 1998);

“ward committee” means a ward committee contemplated in section 73 of the Municipal Structures Act, 1998 (Act 117 of 1998), duly represented by the ward councillor.

2. Application for registration, transfer, removal of registration, micro-manufacturing and a special event

- (1) An application for registration, transfer, removal of registration, micro-manufacturing and special events in terms of the Act must be lodged with the Board.
- (2) The applicant must make a written application for registration, transfer, removal and micro-manufacturing on the prescribed Form 1 of Annexure 2 and comply with the requirements in sub-regulation (3) hereunder.
- (3) The applicant must make payment of the prescribed application fee as set out in Schedule 1 of Annexure 1.

- (4) In the case of a special event licence application, payment of the application fee as set out in Schedule 1 of Annexure 1 and registration fees as set out in Schedule 2 of Annexure 1 will be required to be paid to the Board at the date of lodgement.
- (5) Every such application must, at the time of lodgement with the Board, be accompanied by:
- (i) in the case of a natural person, a certified copy of the identity document of the applicant, not older than three months as at the date of lodgement;
 - (ii) in the case of a juristic person, a certified copy of the Companies and Intellectual Property Commission registration certificate, not older than three months, together with certified copies of the identity documents of shareholders or members which should not be older than three months as at the date of lodgement;
 - (iii) in the case of a Trust, certified copies of the Trust Deed and the Trustees' and Beneficiaries' identity documents, not older than three months as at the date of lodgement;
 - (iv) in the case of a natural person whose application is completed by another person, a power of attorney authorising such person to act on behalf of the applicant;
 - (v) in the case of a juristic person whose application is completed by another person, a resolution authorising such person to act on behalf of the applicant;
 - (vi) where the applicant is a foreign national, a valid certified copy of a business permit as issued under the Immigration Act, 2002 (Act 13 of 2002);
 - (vii) where the applicant is a refugee, certified copies of proof of refugee status and the refugee's identity document issued by the Department of Home Affairs in terms of the Refugees Act, 1998 (Act 130 of 1998), not older than three months as at the date of lodgement of the application;
 - (viii) a municipal approved building plan of the proposed premises;
 - (ix) a floor layout plan of the proposed premises clearly showing:
 - (a) the dimensions of each room;
 - (b) the demarcated consumption area (where applicable);
 - (c) all doors, windows, counters and places of liquor display;
 - (d) the street name and location thereof in relation to the entrance and exit of the proposed premises.

- (x) a description of the premises with reference to the construction, layout, finishes, fixtures, fittings and floor covering, on the prescribed Form 3 of Annexure 2;
- (xi) written representations in support of the application, which must be in the prescribed Form 4 of Annexure 2;
- (xii) proof of service of Form 5 of Annexure 2 on the ward committee under which the proposed premises fall, which service date cannot exceed 7 (seven) days before the date of lodgement of the application, excluding applications for a special event licence;
- (xiii) proof of service of Form 6 of Annexure 2 on a governing body of an educational institution and/or place of worship, which service date cannot exceed 7 (seven) days before the lodgement, falling within a radius of 500 meters from the premises in respect of which the application is made, excluding an application for a special event licence;
- (xiv) proof of right to occupy the premises which must be either of the following:
 - (a) in the event that the application is made by the registered owner of the immovable property, a copy of the title deed, deed of transfer or certificate of allotment with no restriction prohibiting the retail sale of liquor or micro-manufacturing of liquor at the immovable property; or
 - (b) in the event of a bonded immovable property where the title deed is kept by a banking institution, the applicant will be required to submit a Deeds Registry report; or
 - (c) in the event that the application is made by a Lessee, a valid written lease agreement for a minimum of one year from date of lodgement, wherein the applicant leases the premises with express permission for the premises to be utilised for the retail sale of liquor or micro-manufacturing of liquor; or
 - (d) in the event that the application is made by a prospective Lessee, a valid written intention to lease, counter-signed by the prospective Lessor, for a minimum term of one year, permitting the applicant to lease the premises with the express permission for the premises to be utilised for the retail sale of liquor or micro-manufacturing of liquor; or
 - (e) a sworn statement by the local senior traditional leader confirming ownership or legal entitlement to the premises with an express provision that it may be used for the retail sale of liquor or micro-manufacturing of liquor;

- (xv) where the applicant intends to utilise any public school premises for the retail sale of liquor, prior written consent from the Member of the Executive Council of the Department of Education for the Province, in line with section 36 of the Schools Act, 1996 (Act 84 of 1996);
 - (xvi) a municipal zoning certificate, alternatively a Municipal Land Use consent for the intended use of the premises;
 - (xvii) a premises population certificate in respect of the premises of an on and off registration application and in respect of premises of an on-consumption registration application;
 - (xviii) for an application, other than a transfer application in respect of a deceased estate, in terms of the Administration of Deceased Estates Act, 1965 (Act 66 of 1965), a copy of a valid tax registration status issued by the South African Revenue Services, which must not be older than three months as at the date of lodgement of the application.
 - (xix) in the case of a micro-manufacturing application, an application must be accompanied by the following additional documents: -
 - (a) a letter of approval from the Department of Agriculture in line with the Liquor Products Act, 1989 (Act 60 of 1989); and
 - (b) a Customs and Excise certificate from the South African Revenue Services in terms of the Customs and Excise Act, 1964 (Act 91 of 1964);
- (6) For an application for a special event licence, the applicant must make a written application on the prescribed Form 2 of Annexure 2 and comply with the following requirements:
- (i) The application must be lodged with the Board at least 30 (thirty) days prior to the first day of the planned special event and must further be accompanied by the following documents:
 - (a) In the case of a natural person, a certified copy of the identity document of the applicant, not older than three months as at the date of lodgement;
 - (b) In the case of a juristic person, a certified copy of the Companies and Intellectual Property Commission registration certificate, not older than three months as at the date of lodgement, accompanied by certified copies of the identity documents of shareholders or members which should not be older than three months as at the date of lodgement.

- (c) In the case of a Trust, certified copies of the Trust Deed and the Trustees' and Beneficiaries' identity documents, not older than three months as at the date of lodgement.
- (d) In the case of a natural person whose application is completed by another person, a power of attorney authorising such person to act on behalf of the applicant.
- (e) In the case of a juristic person whose application is completed by another person, a resolution authorising such person to act on behalf of the applicant.
- (f) Where the applicant is a foreign national, the application must be accompanied by a valid certified copy of a business permit as issued under the Immigration Act, 2002 (Act 13 of 2002).
- (g) Where the applicant is a refugee, the application must be accompanied by certified copies of proof of refugee status and the refugee's identity document issued by the Department of Home Affairs in terms of the Refugees Act, 1998 (Act 130 of 1998), not older than three months as at the date of lodgement of the application.
- (h) A floor layout of the proposed premises, clearly showing; -
 - (aa) the dimensions of each room;
 - (bb) a clearly demarcated consumption area (where applicable);
 - (cc) all doors, windows (where applicable), counter and places of liquor display;
 - (dd) the street names and location thereof in relation to the entrance and exit of the proposed premises.
- (i) A description of the premises with reference to the construction, layout, finishes, fixtures, fittings and floor covering, on the prescribed Form 4 of Annexure 2.
- (j) Written representations in support of the application which must be in the prescribed Form 4 of Annexure 2.
- (k) A municipal zoning certificate alternatively a Municipal Land Use Consent for the intended use of the premises.
- (l) A risk categorisation certificate issued by the South African Police Services in terms of the Safety at Sports and Recreational Events Act, 2010 (Act 2 of 2010).

- (m) Written consent by the relevant municipality for the event to take place, including detailing the applicable trading hours for the retail sale of liquor on each day of the special event.
- (n) A noise pollution exemption certificate issued by the local municipality where the event is to take place.

3. Service by applicant to ward committees, governing bodies of educational institutions and places of worship and public consultations regarding an application for registration, transfer, removal and micro-manufacturing

- (1) An applicant must serve a notice in the prescribed Form 5 of Annexure 2 to the ward committee of the area where the proposed premises are situated and Form 6 to every governing body of every educational institution and every place of worship within a radius of 500 meters from the premises in respect of which the application is made.
 - (i) Upon receipt of the notice, the ward committee must within 30 (thirty) days of receipt of the notice convene a physical meeting or a verifiable community consultation process of households and/or businesses which reside or operate within the ward.
 - (ii) The ward committee members and the applicant cannot be regarded as community members for the purposes of the attendance of the community consultation.
 - (iii) The applicant, or any party other than the ward committee, cannot convene a meeting of community members, seek signatures or conduct a door-to-door process to obtain signatures regarding the application process as required in terms of section 22(2)(d)(i) of the Act.
- (2) The ward committee must consult with the community as per sub-regulation (1) above, within 30 (thirty) days after receipt of Form 5 and thereafter submit a report in the prescribed Form 7 of Annexure 2 to the Board and the relevant municipal council regarding the community consultation meeting, which report must detail the following as prescribed: -

- (i) Recommendations of the community regarding the application;
- (ii) The attendance register indicating the names, contact details, signatures and residential addresses of the community members who have been consulted alternatively, should an alternative verifiable community consultation process be conducted as per sub-regulation (1) above, proof of the names, contact details and residential addresses of the community members who have been consulted;
- (iii) Any objections against the application and/or representations in support of the application; and
- (iv) Confirmation that the report has been submitted to the relevant municipal council.

4. Notice by Board to members of the public

- (1) The Board must, within 7 (seven) days of receipt of any application for registration, removal, transfer, special event or micro-manufacturing in terms of the Act, notify the public by notice in the Provincial Gazette.
- (2) The Board must publish a copy of the Provincial Gazette on date of its publication on its social media platforms and the website of the Board.
- (3) The notice contemplated in sub-regulation (1) must invite interested parties to submit their written representations or objections to the Board within 21 (twenty-one) days of publication of all applications and within 10 (ten) days for a special event licence application.
- (4) The notice contemplated in sub-regulation (1) must be completed on the prescribed Form 8 of Annexure 2.

5. Representations or objections

- (1) Any person may lodge with the Board,
 - (i) not later than 21 (twenty-one) days after an application has been published in the Provincial Gazette as per Regulation 4(3); or
 - (ii) not later than 10 (ten) days of a special event licence application having been published in the Provincial Gazette as per Regulation 4(3); or
 - (iii) within 14 (fourteen) days of holding a community consultation meeting as per Regulation 3(2) above; or
 - (iv) within 14 (fourteen) days of service of Form 6 on the governing body of educational institutions and places of worship,written representation in support of the application or a written objection in the prescribed Form 25 of Annexure 2 against the application, alternatively in written format, having complied with the requirements set out in sub-regulation (2) hereof
- (2) Such representation or objection must:
 - (i) clearly indicate the name, residential and postal address and telephone number or e-mail address of the person making the representation or the objection and where applicable, the registration number and address of its registered office;
 - (ii) clearly identify the application to which the objection or representation relates; and
 - (iii) be fully motivated.
- (3) The Board must provide the applicant with a copy of the objection and inform the applicant thereof in line with section 22(5) of the Act.
- (4) The Applicant must provide the Board with a response to the objections contemplated in sub-regulation (3) above within 30 (thirty) days of receipt thereof in line with section 22(5) of the Act.
- (5) The Board must consider both the objections and / or representations and the applicant's response(s) when considering the application for registration.

6. Certificate of registration, transfer, removal, micro-manufacturing and special event contemplated

- (1) A certificate of registration, transfer, removal, micro-manufacturing and special event contemplated in section 25 of the Act must be in the prescribed Form 9 of Annexure 2.
- (2) The applicant must within 60 (sixty) days of receiving written notification that the application has been approved, pay the relevant registration fee to the Board, as provided for in Schedule 2 of Annexure 1, for issuing the certificate of registration, transfer, removal or micro-manufacturing.
- (3) In the case of a special event licence application, payment of the application fee as set out in Schedule 1 of Annexure 1 and registration fees as set out in Schedule 2 of Annexure 1 will be required to be paid to the Board at the date of lodgement.
- (4) Should the special event application be refused and upon a written request by the applicant, the registration fees will be refunded to the applicant within 30 (thirty) days of receipt of the request.
- (5) A registration certificate issued under the Act must not form part of any transaction in relation to the sale of business or alienation of rights to the business.
- (6) A registration certificate issued under the Act must not be leased, ceded or used by another person for financial reward or benefit.
- (7) Any person who contravenes or fails to comply with the provisions of sub-regulation (6) may be guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

7. Change of submitted and approved plan of premises

- (1) A registered person who intends to change the internal layout plan of the registered premises must submit to the Board such change of plan as per Form 10 of Annexure 2 and effect payment of the prescribed fee in accordance with Schedule 1 of Annexure 1.

- (2) The submission must include the following:
 - (i) Proof of payment of the prescribed fee;
 - (ii) Details of the registered person and the address of the premises; and
 - (iii) A power of attorney or resolution if the application is being made by someone other than the registered person.
 - (iv) A floor layout of the proposed changes, clearly showing:
 - (a) the dimensions of each room;
 - (b) a clearly demarcated consumption area (where applicable);
 - (b) all doors, windows (where applicable), counter and places of liquor display; and
 - (c) the street names and location thereof in relation to the entrance and exit of the proposed premises.

- (3) A registered person who intends to change the external, structural layout plan of the registered premises, must submit to the Board such change of plan as per Form 10 of Annexure 2 and effect payment of the prescribed fee in accordance with Schedule 1 of Annexure 1.

- (4) The submission must include the following:
 - (i) Proof of payment of the prescribed fee;
 - (ii) Details of the registered person and the address of the premises;
 - (iii) A power of attorney or resolution if the application is being made by someone other than the registered person; and
 - (iv) A municipal approved building plan..

- (5) An inspector must inspect and verify whether the premises are in line with the plan and submit a report for consideration by the Board.
- (6) The Board must consider the change of plan and notify the registered person of the outcome thereof within 60 (sixty) days from the submission of the change of plan.

8. Management of business

- (1) A juristic person, registered to hold a licence, must in terms of section 40(1) of the Act and within 7 (seven) days after having been registered and before commencing with the business operation make an application on the prescribed Form 11 of Annexure 2, effect payment of the prescribed fee in accordance with Schedule 1 of Annexure 1 and submit it to the Board for appointment of a natural person/s to manage the business.
- (2) A natural person registered to hold a licence may in terms of section 40(2) of the Act make an application on the prescribed Form 11 of Annexure 2, effect payment of the prescribed fee in accordance with Schedule 1 of Annexure 1 and submit it to the Board for the appointment of another natural person/s to manage the business to which the said registration relates.
- (3) The application for appointment of any person in terms section 40 must be accompanied by:
 - (i) Proof of payment of the prescribed fee;
 - (ii) A certified copy of the identity document(s) of the intended manager(s) not older than 3 months as at the date of lodgement of the application for the appointment of a manager/s; and
 - (iii) A certified copy of a valid proof of permanent residency as defined in Section 25 of the Immigration Act, 2002 (Act 13 of 2002), as at the date of lodgement, in the case of a foreign national.
- (4) On approval of an appointment contemplated in sub-regulation (1) and (2), the Board must issue a certificate of appointment which must be in the prescribed Form 12 of Annexure 2 and the person to be appointed must consent to such appointment.

- (5) The appointment contemplated in sub-regulation (1) and (2) is for the management of the business of the registered person and such appointment ceases to exist as soon as the registered person loses financial interest in the business, or the manager is no longer in the employ of the registered person.
- (6) No registered premises shall operate in the physical absence of the registered person, or a manager appointed in terms of section 40 of the Act.
- (7) The appointment of a manager shall not be in effect until such time that the Board provides approval of the appointment in accordance with this regulation.
- (8) Any person who contravenes or fails to comply with the provisions of sub-regulation (7) may be guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

9. Inspections by the Board

- (1) Within 37 (thirty-seven) days of the receipt of application for registration and prior to the Board deciding upon any application, an inspector must:
 - (i) Verify all documents, information and forms submitted;
 - (ii) Physically inspect the proposed premises to determine compliance with the submitted plan as required in regulation 2; and
 - (iii) Verify compliance with regulation 3 on community consultation.
- (2) Proof of the verification contemplated in sub-regulation (1) must be in the prescribed Form 13 of Annexure 2.
- (3) Inspectors may at the discretion of the Board conduct post registration compliance inspections and such inspections must be documented in the prescribed Form 14 of Annexure 2.

10. Public Access to the Application

- (1) An application for registration, transfer, removal, special event or micro-manufacturing and any document lodged therewith, must lay for inspection at the offices of the Board, and the Board must allow any member of the public to inspect such application and such documents, subject to the provisions of the Protection of Personal Information Act, 2013 (Act 4 of 2013).
- (2) Where a copy of the application or part thereof is sought in accordance with section 22(3) of the Act, the requestor must make a request for access to information in terms of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) and in accordance with the Board's Promotion to Access to Information Manual.

11. Meetings of the Board and Panel of Appeal

- (1) Meetings of the Board and the Panel of Appeal must be presided over by the Chairperson, or in his or her absence, by the Vice-Chairperson, or in the absence of both the Chairperson and Vice-Chairperson, the members present in that meeting must elect one from their number as Chairperson for that meeting.
- (2) Decisions of the Board must be taken by the majority (50% plus one) of the members. In the event of equality of votes, the person presiding must have a casting vote.
- (3) Minutes of the proceedings of the Board and the Panel of Appeal must be recorded in writing.

12. Form of notice and summons

- (1) A notice referred to in section 17(1) of the Act must be in the prescribed Form 15 of Annexure 2.
- (2) A summons referred to in section 17(3) of the Act must be in the prescribed Form 16 of Annexure 2.

13. Issue of notice and summons

A notice and / or summons referred to in section 17(1) and (3) of the Act must be issued by the secretary of the Board who must forward the original and one copy thereof to an inspector of the Board for service.

14. Service of notice and summons

- (1) A notice and summons must be served by an inspector of the Board by delivering the original thereof to the person named therein or, if the person cannot be found, by delivering it at his or her residence or place of employment or business to a person apparently over the age of 16 (sixteen) years and apparently residing or employed there.
- (2) A return of service by an inspector of the Board, who served a notice or summons or a copy thereof, confirming that the service thereof has been effected in terms of sub-regulation (1), must immediately be forwarded to the secretary of the Board.
- (3) The notice and summons referred to in sub-regulation (1) must be served at least 14 (fourteen) business days before the date upon which the meeting will take place.

15. Reporting

- (1) The Board and the Panel of Appeal must submit to the MEC a report on its affairs and activities, including:
 - (a) the number of licences issued in the previous year; and
 - (b) the number of appeals considered and decided in such a year.

16. Notice for annual registration fee

- (1) Every registration must be renewed annually by no later than 31 December for it to be valid for the next year, irrespective of the day and month when it was issued.
- (2) In respect of each registration, the annual fees are set out in Schedule 2 of Annexure 1.

- (3) The Board must, during September of every calendar year, place a notice in two local newspapers and any additional platforms as the Board may deem fit, in the prescribed Form 17 of Annexure 2, indicating the annual fee payable as well as penalties per category of registration for the following calendar year.
- (4) The annual fee contemplated in sub-regulation (2) must be paid between 1 October and 31 of December whereafter penalties will be charged as set out in Schedule 2 of Annexure 1.
- (5) The fact that a registered person has not had sight of the notice contemplated in sub-regulation (3) above does not absolve such registered person from the duty to pay the annual fee timeously.
- (6) Upon payment of the annual renewal fee, the registered person must provide the Board with the prescribed Form 18 of Annexure 2.

17. Penalty for failure to pay annual registration fee

- (1) If a registered person fails to pay the annual fee timeously, he or she is liable for the payment to the board of a penalty as set out in Schedule 2 of Annexure 1.
- (2) No payments will be accepted after 30 June and the licence will be cancelled without any further notice.

18. Compliance notice served by the Board

The compliance notice served on a registered person in terms of section 28(1) of the Act must be in the prescribed Form 19 of Annexure 2.

19. Form of appeal

- (1) An applicant or objector who feels aggrieved by a decision of the Board must appeal to the Panel of Appeal in the prescribed Form 26 of Annexure 2 against the decision not later than 30 (thirty) days from the date upon which he or she was advised thereof.
- (2) An applicant must pay the prescribed fee in terms of Schedule 1 of Annexure 1 at the time of lodgement of the appeal.
- (3) The Panel of Appeal must hear the matter within 60 (sixty) days after receipt of the appeal and relevant documents.
- (4) The outcome of the appeal must be issued to the parties thereto in writing within 30 (thirty) days of the hearing of the matter.

20. Register of registered persons

The register of registered persons referred to in section 35(1)(a) of the Act must be in the prescribed Form 20 of Annexure 2.

21. Form of certificate of designation of inspector

A certificate of designation of an inspector in terms of section 46(4) must be in the prescribed Form 21 of Annexure 2.

22. Compliance notice served by an inspector

A compliance notice issued by an inspector in terms of section 54(1) of the Act must be in the prescribed Form 22 of Annexure 2.

23. Form of compliance certificate

The compliance certificate issued by an inspector in terms of section 54(3) of the Act must be in the prescribed Form 23 of Annexure 2.

24. Application for procurement of controlling interest

- (1) An application to procure a controlling interest in a business to which the certificate of registration relates must be lodged with the Board in the prescribed Form 24 of Annexure 2 and with payment of the prescribed fee as set out in Schedule 1 of Annexure 1.
- (2) The applicant, who is the holder of a registration certificate, must jointly with the applicant, who desires consent to procure a controlling interest in the business to which the certificate of registration relates (hereinafter called the proposed person), make written application, for such consent, substantially in the prescribed Form 24 of Annexure 2 and must:
 - (i) furnish in the said application such information as prescribed in the said Form; and
 - (ii) every such application must, at the time of lodgement with the Board, be accompanied by written representations in support of the application.

25. Age Verification

- (1) The registered person or manager must take all reasonable steps to ensure verification of the age of any person who appears to be under the age of 18 (eighteen) years by requesting an identity document, passport or driver's licence in order to verify the person's age before any liquor is supplied to them.
- (2) Liquor must not be supplied to any person who refuses to provide identification when requested by a registered person or manager for purposes of verifying the person's age.
- (3) On refusal to provide identification, it must be deemed that the person is under the age of 18 (eighteen) years and does not qualify to purchase or consume liquor, and to be at the establishment / premises.

- (4) An area where only liquor is sold is deemed to be a restricted area and not accessible to persons under 18 (eighteen) years of age, except in a registered premises whose primary business is the sale of food.
- (5) All registered premises must hold a display sign at its entrance of the premises indicating the age restriction.
- (6) The required display sign must, at minimum, be equal to, or larger than an A3 size in dimensions. It must have a large, clear font and wording which is displayed at the entrance of a liquor outlet, at a height between 1 to 1.8 metres.

26. Registered premises must be weapon free

The registered person or manager must take all reasonable steps to ensure that no weapons or sharp objects are permitted inside registered premises where liquor is consumed.

27. Death or incapacity of applicant

- (1) In the event that the person who has submitted an application for registration to the Board dies or becomes incapable of handling his/her own affairs, the relevant administrator of the deceased estate or insolvent estate, judicial manager or curator or person duly appointed by the Master of the High Court considering the application, must submit to the Board in writing confirmation of intent to continue with the application within 60 (sixty) days from the date of death or incapacity of the applicant.
- (2) Such declaration of intent shall be accompanied by the letter of appointment issued in terms of the Administration of Estates Act, 1965 (Act 66 of 1965).

28. Death or incapacity of registered person

- (1) In the event that the registered person dies or becomes incapable of handling his/her own affairs the relevant administrator of the deceased estate or insolvent estate, judicial manager or curator or person duly authorised thereto by the Board considering the application must submit to the Board a written comprehensive declaration of intent to continue with the business within 60 (sixty) days from the date of death or incapacity.
- (2) Such declaration of intent shall be accompanied by a relevant letter of appointment issued in terms of the Administration of Estates Act, 1965 (Act 66 of 1965).
- (3) For the registration to be transferred to any other person who has an interest in the business, proof that every person who has a financial interest in the business has been given reasonable notice and their consent obtained in a sworn statement must be submitted to the Board together with the application for transfer.

29. Transfer of Licences

- (1) A licensee who alienates the licensed business must, within thirty (30) days from the date of alienation, notify the Board in writing of the date and nature of the alienation.
- (2) A person who has purchased a licensed business may apply in writing to the Board for consent to operate and conduct the licensed business pending the transfer of the licence to such person.
- (3) An application in terms of sub-regulation (2) must be made by the lodgement thereof in the prescribed Form 27 of Annexure 2 with the Board.
- (4) The Board may grant consent in writing authorising the purchaser of the business to conduct the business for his or her own account for a specified period, which period may not exceed 6 (six) months from the date on which consent was granted.
- (5) The Board may at any time revoke or upon application by the purchaser extend a consent granted in terms of sub-regulation (4).

- (6) A person to whom consent in terms of sub-regulation (4) has been granted may operate and conduct the licensed business in terms of the licence, for his or her own account, and has the same rights and is subject to the same duties as the licensee.
- (7) The granting of consent in terms of sub-regulation (4) does not relieve the registered person from any of his, her or its duties and obligations in respect of the licence.

30. Threshold volume for micro-manufacturing

- (1) A micro-manufacturer may not exceed the following threshold volumes of liquor:
 - (a) For the beer manufacturer, 100 million litres per year;
 - (b) For the traditional African beer manufacturer, 50 million litres per year;
 - (c) For the wine manufacturer, 4 million litres per year; and
 - (d) For the spirits and/or any other liquor manufacturer, 2 million litres per year.
- (2) If a person manufactures liquor of more than one of the categories listed in sub-regulation (1) and falls above the threshold for any of those categories, that person is deemed to fall above the threshold for all the categories and should apply in terms of the relevant national legislation.

31. Offences and penalties

- (1) Any applicant, registered person, appointed manager, person associated with a licensed business or any person who purports to hold any rights under these regulations, who contravenes any provision of these regulations is guilty of an offence and may on conviction be sentenced to a fine or imprisonment or to both such fine and imprisonment.
- (2) In the event of a person arrested, found guilty and convicted for contravention of section 19 of the Act, the items or articles used in illegal trading in liquor shall be forfeited to the State in line with the provisions of section 35 of the Criminal Procedure Act, 1977 (Act 51 of 1977).

- (3) Items that shall be forfeited to the State shall include, but not be limited to, all the liquor together with carry-crates and empty glass bottles, fridges, refrigerators, cupboards or any container used to store liquor, cash register(s) including all the money therein and any other relevant item found at the premises.
- (4) The magistrate of the trial court shall issue a disposal order for the South African Police Service to dispose of the liquor and any other items confiscated and forfeited to the State and such order shall specify the manner of such disposal, which may include the resale by auction of any such item(s), the proceeds of which shall accrue to the State.

32. Fees payable

- (1) Fees payable in respect of applications will be as per Schedule 1 of Annexure 1.
- (2) Fees payable in respect of different categories of registration and renewal fees shall be as per Schedule 2 of Annexure 1.
- (3) Renewal fees paid after 31 December shall be paid with the added penalty and failure to renew by the end of June of the following year will result in the registration being cancelled.
- (4) All monies paid to the Board with incorrect reference numbers, or which cannot be allocated by the Board and not claimed or enquired about within 24 (twenty-four) months from the date of payment, will be forfeited to the State.
- (5) The lodgement fees and registration fee in respect of a special event licence will be paid by the applicant on lodgement. Should the special event not be granted, the registration fee will be refunded within 30 (thirty) days from the date of request from the applicant.

33. Repeal of Regulations

All regulations made in terms of the Act prior to the commencement of these regulations are hereby repealed.

34. Transitional Provisions

Any application, hearing, inquiry or action that commenced prior to the commencement of these regulations, shall continue in terms the repealed regulations until finalised.

35. Short title and commencement

These regulations are called the Eastern Cape Liquor Regulations 2024 and shall commence on 1 March 2025.

ANNEXURE 1

FEES PAYABLE IN RESPECT OF APPLICATIONS - SCHEDULE 1	
CATEGORY OF APPLICATION	FEES
Application for registration (lodgement fee)	R2 500
Application to procure a controlling interest in the business to which the registration relates	R500
Application for the transfer of a certificate of registration (lodgement)	R750
Application for removal certificate	R750
Application for a copy of a registration certificate and the conditions thereto or of any application	R250
Lodgement of an appeal	R750
Managers Appointment in line with section 40 of the Act	R200
Change of Plan	R1 500

FEES PAYABLE IN RESPECT OF CATEGORIES OF REGISTRATION – SCHEDULE 2	
CATEGORY OF REGISTRATION	FEES
New registration - Retail sale of liquor for consumption off the premises (validation fee)	R5 000
New registration - Retail sale of liquor for consumption on the premises	R5 000
New registration - Retail sale and consumption of liquor on and off the premises	R8 000
New registration - Retail sale and consumption of liquor at special events	R1 000
Application to procure a controlling interest in the business to which the registration relates	R5 000
Transfer or Removal of a Registration - Retail sale of liquor for consumption off the premises	R1 250
Transfer or Removal of a Registration - Retail sale of liquor for consumption on the premises	R1 000
Transfer or Removal of a Registration - Micro manufacturer	R1 250
Transfer or Removal of a Registration - Retail sale of liquor for consumption on and off the premises	R2 500
ANNUAL RENEWAL FEES	
Annual licence fees - Retail sale of liquor for consumption off the premises	R3 500
Annual licence fees - Retail sale of liquor for consumption on the premises	R2 500
Annual licence fees - Retail sale on and off consumption of liquor	R5 000
Annual licence fees - Micro Manufacturer	R5 000
If the annual renewal fees are received by the Board after 31 December, the annual renewal fees payable as applicable to the category of licence held shall be increased by 50% and if the fees are received after 31 January and up until 30 June, such fees shall be increased by 100%	

Date stamp of receipt of the application which is the lodgement date

**FORM 1
REGULATION 2**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

APPLICATION FOR REGISTRATION
(mark the appropriate box with "X")

New Registration ¹	Transfer of Registration	Removal of Registration

Description of documents to be submitted

1. Application Form
2. Proof of payment of application fee
3. Municipal approved building plan
4. Floor layout plan
5. Description of premises (Form 3)
6. Written representations in support of the application (Form 4)
7. Proof of service on Ward Committee (Form 5)
8. Proof of service on governing body and/or places of worship (Form 6)
9. Proof of right to occupy premises
10. In the event that the application is made in respect of public-school premises, prior written consent from the MEC for Education for the Province
11. Municipal zoning certificate alternatively a Municipal Land Use consent for the intended use of the premises
12. Premises population certificate (On and Off and On-Consumption)
13. Valid tax registration status (where applicable)
14. In the case of a natural person:
 - (i) certified copy of identity document
 - (ii) In the event that the application is being completed by someone other than the applicant – a power of attorney
15. In the case of a juristic person:
 - (i) certified copy of Companies and Intellectual Property Commission Registration Certificate
 - (ii) certified copies of identity document of members or shareholders
 - (iii) In the event that the application is being completed by someone other than the juristic person – a resolution authorising such application
16. In the case of a trust:
 - (i) certified copy of the trust deed
 - (ii) certified copy of trustees and beneficiaries' identity documents
17. Where the applicant is foreign national – certified copy of valid business permit
18. Where the applicant is a refugee:
 - (i) certified copy of refugee status
 - (ii) certified copy of refugee identity document
19. Application for micro-manufacturing, the following additional documents have to be submitted:
 - (i) letter of approval by Department of Agriculture
 - (ii) customs and excise certificate

NOTE: Providing false or inaccurate information will result in automatic disqualification.

Application prepared by: _____

Physical address: _____

Postal address: _____

Telephone no.: _____ **Mobile cellular:** _____

Alternative telephone no.: _____ **E-mail address:** _____

- 1 a) **Full name(s) of applicant** _____
- b) **Age** _____ **Identity document number** _____
- c) **Nationality** _____
- d) **If not South African, please provide passport number** _____

	<i>Tick appropriate box</i>		<i>Tick appropriate box</i>					
e) Gender	Male	Female	Race (for demographic purposes)	Black	Coloured	White	Indian	Asian

If applicant is juristic person, a close corporation, company, trust, etc.

f) **Registration number (if applicant is a juristic entity)** _____

2. For registration of a new licence, complete the following:

a) **Address of applicant (residential or registered business address if juristic entity)** _____

b) **Address of premises (where the business will be situated)** _____

c) **Postal address** _____

Postal code _____

d) **E-mail address** _____

e) **Contact details**

	Home telephone _____	Business telephone _____
	Mobile cellular _____	Fax number _____

3. Number of jobs to be created	Provide estimates			
	Permanent		Temporary	

4. **For new registration or transfer of registration, is the applicant a person who:**
(Tick the appropriate box)

a) Is an unrehabilitated insolvent?	Yes	No
b) Is a minor?	Yes	No
c) Is a partner, co-director, co-trustee or co-beneficiary of any person who, in terms of this Act, is disqualified or incompetent to register?	Yes	No
d) Has had his or her liquor licence revoked	Yes	No

5. **If the applicant is a juristic person state whether a person contemplated in Paragraph 4 above**

a) Has a controlling interest in such juristic person?	Yes	No
--	-----	----

6. **If any of the questions in Paragraph 4 or 5 have been replied to in the affirmative, provide full details:**

For new registration, state the category of registration applying for:

7. (Tick appropriate box)

Off Consumption	On Consumption	On & Off Consumption	Micro Manufacturer

8. **For new registration and transfer of registration, state the name, identity number and address of each person, including the applicant, who will have any financial interest in the business and in each case the nature and extent of such interest.**
[If the applicant is a public company, statutory institution or a co-operative as contemplated in the Co-operatives Act, 1981 (Act no 91 of 1981), it shall be sufficient if only the name and postal address of such company, statutory institution or co-operative, as the case may be, the name of each director (if any) thereof and the nature and extent of the financial interest of such company, statutory institution or co-operative are furnished and also the interest of individual members of such company, statutory institution or co-operative]

Name	ID number	Residential address	Nature of financial interest	Extent of such interest (%)

(Use an annexure if necessary)

9. State the financial interest in the liquor trade in the Republic of South Africa and if the applicant is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or trustee or beneficiary thereunder. If the applicant or the said shareholder, member, partner, trustee or beneficiary has no such interest, this fact shall be specifically mentioned

Name of Outlet	ECP/Ref. Number	Address where it is situated	Town	Province

(Use an annexure if necessary)

10. In the case of an application for registration of the retail sale of liquor for CONSUMPTION OFF THE PREMISES, is the applicant:

a) A micro-manufacturer of liquor or his or her agent;	YES	NO
b) A person who has a financial interest in the business of a micro-manufacturer of liquor, or the agent of such person;	YES	NO
c) A company with its shareholders having a financial interest in a business of a micro-manufacturer of liquor or the agent of such a company;	YES	NO
d) A company in which a company contemplated in sub-paragraph (c) holds a controlling interest, or the agent of such a company;	YES	NO

For new registration, transfer and removal of registration

11. State name under which the business is to be conducted _____

12. State the location of the premises with reference to:
 Erf number _____ Street no. _____ Street name _____
 Suburb/village _____ Town _____
 In which district municipality is the premises referred to above situated _____

13. Does the applicant have the right to occupy the premises?
 a) (Tick whichever is applicable)

YES	NO
-----	----

 b) State the kind of right to occupy premises (Tick whichever is applicable)

Owner	Lessee	Other
-------	--------	-------

 c) If answer to 13(b) above is "OTHER" specify and provide proof of right to occupy:

14. Are the premises to be used for the business:
 a) Already erected according to the attached plan and description of premises and ready for commencement of the proposed business; or

YES	NO
-----	----

 b) Already erected, but require additions or alterations to make them suitable for the purposes of the proposed business; or

YES	NO
-----	----

 c) Not in place as they are not erected;

YES	NO
-----	----

 d) If the premises have not been erected or are not ready to trade, state the anticipated date on which the premises will be ready: _____

DECLARATION

I, _____, declare/truly affirm that:

1. The information furnished in this application is to the best of my knowledge true and I acknowledge that should the Eastern Cape Liquor Board discover false information the application shall be disqualified/rejected.
2. I further accept that the provisions of the Justices of the Peace and Commissioners of Oaths Act No. 16 of 1963, as amended, are applicable in the instance that false information has been submitted and declared/affirmed.
3. I hereby give consent to the Eastern Cape Liquor Board to communicate with me by post/email/WhatsApp Message and/or SMS.

Date: _____

**Signature of Applicant or person
authorised to sign on behalf of applicant**

I certify that this declaration has been signed and sworn to/affirmed before me at _____ on this _____ day of _____ by the applicant/person authorised to sign application who acknowledged that:

- (i) He / she knows and understands the contents of this declaration;
- (ii) He / she has no objection to taking the prescribed oath / affirmation; and
- (iii) He / she considers the prescribed oath to be binding on his / her conscience.

COMMISSIONER OF OATHS

Full name: _____

Business Address: _____

Designation: _____

Area for which appointment is held: _____

Office held if appointment is ex officio: _____

In the case of an APPLICATION FOR TRANSFER OF REGISTRATION, the current holder of the registration or the appointed representative of the deceased or the curator of an incapacitated registered holder, must complete the following:

Name of current holder of registration	
ECP Number of Registration Certificate	
Registered Business Name	
Contact Details	
Confirmation of Address of Premises	
Local Municipality	
State the reason for transfer of registration	

DECLARATION

I, _____, declare/truly affirm that:-

1. The information furnished in this application is to the best of my knowledge true and I acknowledge that should the Eastern Cape Liquor Board discover false information the application shall be disqualified/rejected.
2. I further accept that the provisions of the Justices of the Peace and Commissioners of Oaths Act No. 16 of 1963, as amended, are applicable in the instance that false information has been submitted and declared/affirmed.
3. I hereby give consent to the Eastern Cape Liquor Board to communicate with me by post/email/WhatsApp Message and/or SMS.

Date: _____

**Signature of Current Holder or person
 authorised to sign on behalf of applicant**

I certify that this declaration has been signed and sworn to/affirmed before me at _____ on this _____ day of _____ by the applicant/person authorized to sign application who acknowledged that:

- (i) He / she knows and understands the contents of this declaration;
- (ii) He / she has no objection to taking the prescribed oath / affirmation; and
- (iii) He / she considers the prescribed oath to be binding on his / her conscience.

COMMISSIONER OF OATHS

Full name: _____

Business Address: _____

Designation: _____

Area for which appointment is held: _____

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is withdrawn.

I _____ the undersigned, hereby consent to the following:

1. My personal information may be processed by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003 and Regulations.
2. Furthermore, I understand that:
 - I have the right to access my personal information which the ECLB and all the parties involved hold.
 - I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.
 - Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.
 - Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislations to keep my personal information.
 - The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20____

Data Subject

Date stamp of receipt of the application which is the lodgment date

**FORM 2
REGULATION 2**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

APPLICATION FOR SPECIAL EVENT REGISTRATION

Description of documents to be submitted

1. Application Form
2. Proof of payment of application fee
3. Floor Layout Plan
4. Description of Premises (Form 3)
5. Written Representations in support of the application (Form 4)
6. In the event that the application is made in respect of public-school premises, prior written consent from the MEC for Education for the Province
7. Municipal Zoning Certificate alternatively a Municipal Land Use consent for the intended use of the premises
8. Valid Tax Registration Status
9. In the case of a natural person:
 - (i) certified copy of Identity Document
 - (ii) In the event that the application is being completed by someone other than the Applicant – A Power of Attorney
10. In the case of a juristic person:
 - (i) certified copy of Companies and Intellectual Property Commission Registration Certificate
 - (ii) certified copies of Identity Document of members or shareholders
 - (iii) In the event that the application is being completed by someone other than the juristic person – A Resolution
11. In the case of a Trust:
 - (i) Certified copy of the Trust Deed
 - (ii) Certified copy of Trustees and Beneficiaries' Identity Documents
12. Where the applicant is foreign national – Certified copy of valid business permit
13. Where the applicant is a refugee:
 - (i) Certified copy of refugee status
 - (ii) Certified copy of refugee Identity Document
14. A risk categorisation certificate
15. Written consent by the relevant municipality including detailing the applicable trading hours
16. A noise pollution exemption certificate

NOTE: Providing false or inaccurate information will result in automatic disqualification.

Physical Address: _____

Postal Address: _____

Telephone No _____ **Mobile Cellular** _____

Alternative _____ **E-mail** _____

Telephone no _____ **Address** _____

- 1 a) **Full Name(s) of applicant** _____
- b) **Age** _____ **Identity Document Number** _____
- c) **Nationality** _____
- d) **If not South African, please provide passport number** _____
- e) **Gender** Tick appropriate box
- | | |
|------|--------|
| Male | Female |
|------|--------|
- Race (for demographic purposes)** Tick appropriate box
- | | | | | |
|-------|----------|-------|--------|-------|
| Black | Coloured | White | Indian | Asian |
|-------|----------|-------|--------|-------|
- If applicant is juristic person, a close corporation, company, trust, etc.
- f) **Registration Number** (if applicant is a juristic entity) _____

2. **For registration of a special event, complete the following:**

- a) **Address of applicant** (residential or registered Business address if juristic entity) _____
- b) **Address of premises** (where the business will be situated) _____
- c) **Postal Address** _____
- Postal Code** _____
- d) **E-mail address** _____
- e) **Contact Details**
- | | | | |
|------------------------|--|---------------------------|--|
| Home Telephone | | Business Telephone | |
| Mobile Cellular | | Fax Number | |

3. Number of jobs to be created	Provide estimates		
	Permanent		Temporary

4. **Is the applicant a person who: (Tick the appropriate box)**

- | | | |
|---|-----|----|
| a) Is an unrehabilitated insolvent? | Yes | No |
| b) Is a minor? | Yes | No |
| c) Is a partner, co-director, co-trustee or co-beneficiary of any person who, in terms of this Act, is disqualified or incompetent to register? | Yes | No |
| d) Has had his or her liquor licence revoked | Yes | No |

5. If the applicant is a juristic person state whether a person contemplated in Paragraph 4 above

a) Has a controlling interest in such juristic person?

Yes	No
-----	----

6. If any of the questions in Paragraph 4 or 5 have been replied to in the affirmative, provide full details:

(Attach an annexure, if necessary)

7. Dates and number of days for the event

Dates	From _____ to _____
Number of days	_____

8. State the financial interest in the liquor trade in the Republic of South Africa and if the applicant is a private company, close corporation, partnership or trust, also of every shareholder, member or partner thereof or beneficiary thereunder. If the applicant or the said shareholder, member, partner or beneficiary has no such interest, this fact must be specifically stated

Name of Outlet	ECP/Ref. Number	Address where event is will be held	Town	Province

(Use an annexure if necessary)

9. State name under which business is to be conducted _____

10. State the location of the premises with reference to:

Street _____

Erf number _____ No. _____ Street Name _____

Suburb/Village _____ Town _____

In which district municipality is the premises referred to above situated _____

11. a) Does the applicant have the right to occupy the premises?

YES	NO
-----	----

(Tick whichever is applicable)

b) State the kind of right to occupy premises

Owner	Lessee	Other
-------	--------	-------

(Tick whichever is applicable)

c) If answer to 11(b) above is "OTHER" specify and provide proof of right to occupy:

DECLARATION

I, _____, declare/truly affirm that:

1. The information furnished in this application is to the best of my knowledge true and I acknowledge that should the Eastern Cape Liquor Board discover false information the application shall be disqualified/rejected.
2. I further accept that the provisions of the Justices of the Peace and Commissioners of Oaths Act No. 16 of 1963, as amended, are applicable in the instance that false information has been submitted and declared/affirmed.
3. I hereby give consent to the Eastern Cape Liquor Board to communicate with me by post/email/WhatsApp Message and/or SMS.

Date: _____

**Signature of Prospective Holder or person
 authorised to sign on behalf of applicant**

I certify that this declaration has been signed and sworn to/affirmed before me at _____ on this _____ day of _____ by the applicant/person authorised to sign application who acknowledged that: -

- (i) He / she knows and understands the contents of this declaration;
- (ii) He / she has no objection to taking the prescribed oath / affirmation; and
- (iii) He / she considers the prescribed oath to be binding on his / her conscience.

COMMISSIONER OF OATHS

Full name: _____

Business Address: _____

Designation: _____

Area for which appointment is held: _____

Office held if appointment is ex officio: _____

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is withdrawn.

I, _____, the undersigned, hereby consent to the following:

1. My personal information may be collected, processed, recorded, and used by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application.
2. The ECLB may share my personal information with all the parties involved in the processing of my application and further processes for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003.
3. Furthermore, I understand that:
 - a) I have the right to access my personal information which the ECLB and all the parties involved hold.
 - b) I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.
 - c) Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.
 - d) Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislations to keep my personal information.
 - e) The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20____

Data Subject

**FORM 3
REGULATION 2**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

DESCRIPTION OF THE PREMISES AND SCHEDULE OF FINISHES

CONSTRUCTION (Main Structure)		
Building walls	e.g. Brick, plastered and painted	
Roof	e.g. Asbestos/Corrugated iron/Roof sheeting	
Ceiling	e.g. Knotty pine/Wooded/hardboard	
Windows	e.g. Wooden frames/iron/aluminum	
Doors	e.g. Wooden/Steel/Glass	
Floor Covering	e.g. Concrete/Wooden /Carpet/Tiles (ceramic/vinyl/carpet)	
CONSTRUCTION (Adequate Ablution Facilities and other spaces)		
Building walls	e.g. Brick, plastered and painted	
Roof	e.g. Asbestos/Corrugated iron/Roof sheeting	
Windows	e.g. Knotty pine/Wooded/hardboard	
Doors	e.g. Wooden frames/iron/aluminum	
Floor Covering	e.g. Wooden/Steel/Glass	
Adequate Ablution Facilities	e.g. Concrete/Wooden /Carpet/Tiles (ceramic/vinyl/carpet)	
FIXTURES, FITTINGS AND FURNITURE		
Bar Counter	e.g. Concrete/Wooden/Other (<i>please specify</i>)	
Display Shelving	e.g. Wooden/Steel/Other (<i>please specify</i>)	
Bar Stools	e.g. Wrought iron/Wooden/Other (<i>please specify</i>)	
Tables	e.g. Wooden/Steel/Other (<i>please specify</i>)	
Chairs	e.g. Wooden/Steel/Other (<i>please specify</i>)	
Light fittings	Ordinary/other	
ANY OTHER RELEVANT PHYSICAL ASPECT		

* Use an additional page if necessary

**FORM 4
REGULATION 2**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

WRITTEN REPRESENTATIONS IN SUPPORT OF THE APPLICATION

1. Briefly state the reason for your decision to apply for registration		
2. How is this registration going to benefit you and your dependents?		
3. Are there education institutions or places of worship within a 500 meter radius of the proposed premises?	YES	NO
4. If the answer to the above question is YES, kindly state measure/s to be taken to ensure that there will be no disruption of learning or worship activities.		
5. Are there any liquor outlets in your street/area?	YES	NO
6. If "YES" please provide the number of liquor outlets in your area (how many?)		
7. How many people will be employed at your liquor outlet?		
8. State how the community will benefit from the existence of your liquor outlet.		
9. What are your plans to mitigate the adverse effects of alcohol abuse?		
10. How would you ensure the safety of your patrons and their properties?		

Signature of applicant or duly authorised person

Place _____

Date _____

***Use an annexure if necessary**

**FORM 5
REGULATION 3**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

**NOTICE TO WARD COMMITTEE OF INTENTION TO APPLY FOR NEW REGISTRATION,
TRANSFER OR REMOVAL**

Notice of the intention to lodge applications with the Board, particulars of which appear hereunder, is hereby given.

1	2	3
Details of the Applicant and number of Ward	Type of registration applied for	Name and address of current holder <i>(for transfer application only)</i>
_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
4	5	6
Name and address of applicant <i>(for transfer application only)</i>	Name under which business is conducted and particulars of the erf, street or farm <i>(for removal application only)</i>	Name under which business is to be conducted and particulars of the erf, street or farm <i>(for new application, transfer and removal applications)</i>
_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

Place: _____

**Signature of applicant or person
 authorised to sign application**

Date: _____

RECEIVED BY: _____
(Full Names)

INSTITUTION: _____

SIGNATURE: _____

DATE: _____

Stamp of Ward
Committee / Councilor
required, which must
include the ward number

**FORM 7
REGULATION 3****EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)****WARD COMMITTEE REPORT ON COMMUNITY CONSULTATION****1. RE: APPLICATION FOR A LIQUOR TRADING REGISTRATION CERTIFICATE IN
TERMS OF THE EASTERN CAPE LIQUOR ACT, 2003 (ACT 10 OF 2003)**

Section 22(2)(d)(i) of the Act read with **Regulation 3** provides for a notice to be served on the Ward Committee of the area where the premises intended to be registered for liquor trading are situated. The Ward Committee is then expected to convene a meeting and consider the implications of the application with members of the community and a written report should be presented to the Liquor Board and to the relevant municipal council.

You are therefore asked to confirm the consultative process by completing and returning the form attached hereunder within thirty (30) days.

Further please inform all consulted community members that by appending their details on the attendance register, they consent that their personal information may be processed for compliance with the Act's requirements.

Your anticipated cooperation and assistance in this regard is greatly appreciated.

Regards,

**CHIEF EXECUTIVE OFFICER
EASTERN CAPE LIQUOR BOARD**

2. CONFIRMATION OF A COMMUNITY CONSULTATIVE PROCESS REGARDING AN APPLICATION FOR LIQUOR REGISTRATION

I hereby confirm that a consultative process was embarked on with the community of:

Ward No.		Suburb/ Village	
City/Town			
Municipality			
Ward Councillor			

The community is fully aware of **Regulation 5** of the Act which states that objections, if there are any, should be lodged timeously within 14 (fourteen) days of the community consultation, indicating clearly the name, identity number, residential and postal address and telephone number, where applicable, of the person(s) objecting. Herewith attached is proof of consultation in the form of an attendance register:

This further serves to confirm that:

- there is/are educational institution/s within the prescribed radius
YES | NO
- there is/are places of worship within the prescribed radius
YES | NO

3. REPORT BY WARD COUNCILLOR

4.1 Was the applicant present or represented in the meeting	Yes	No
4.2 Was the applicant afforded an opportunity to make representation	Yes	No
<i>Please provide details</i>		

4.3 Were there any objections to the application?	YES	NO
<i>Please provide details</i>		

4.4 Does the ward committee support the application?	YES	NO
<i>Please provide details</i>		

Signed at _____ on this _____ day of _____ 20_____



Signature: _____
 (Chairperson of the Ward Committee)

Full Name: _____
 (Chairperson of the Ward Committee)

4. OFFICE OF THE SPEAKER OF COUNCIL

5.1 Was the ward community consultation report referred to above submitted to the municipal council?		YES	NO
<i>Please provide details</i>			

Speaker of Council's

Signed at _____ **on this** _____ **day of** _____ **20**_____

Signature: _____
Speaker of Council or authorised person

Full Name: _____
Speaker of Council or authorised person

Official Date Stamp

**FORM 8
REGULATION 5**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

NOTICE OF LODGEMENT OF APPLICATIONS FOR REGISTRATION/SPECIAL EVENT

Notice is hereby given that the applications for registration, particulars of which appear in the Schedule hereunder, have been lodged with the Board.

Interested parties may, free of charge and in line with the Protection of Personal Information Act, inspect any application which appears in the Schedule hereunder and may within 21 (twenty-one days) in respect of this notice, lodge with the Board written representations in support or written objections and within 10 (ten) days in respect of a Special Event Application.

EASTERN CAPE LIQUOR BOARD

DATE:

SCHEDULE 1

1	2	3	4	5
Application Number	Name and number of Ward	Kind of registration applied for	Kind of liquor to be sold	Name under which business is to be conducted and particulars of the erf, street or farm

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)**NOTICE OF LODGEMENT OF APPLICATIONS FOR TRANSFER OF CERTIFICATE OF REGISTRATION**

Notice is hereby given that the applications for transfer of certificates of registration, particulars of which appear in the Schedule hereunder, have been lodged with the Board.

Interested parties may, free of charge and in line with the Protection of Personal Information Act, inspect any application which appears in the Schedule hereunder and may within 21 (twenty-one days) in respect of this notice, lodge with the Board written representations in support or written objections

EASTERN CAPE LIQUOR BOARD

DATE:

SCHEDULE 2

1	2	3	4	5
Application Number	Name and number of Ward	Particulars of certificate of registration	Particulars of holder of certificate of registration	Particulars of applicant for certificate of registration

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)**NOTICE OF LODGEMENT OF APPLICATIONS FOR REMOVAL OF CERTIFICATE OF REGISTRATION**

Notice is hereby given that the applications for removal of certificates of registration, particulars of which appear in the Schedule hereunder, have been lodged with the Board.

Interested parties may, free of charge and in line with the Protection of Personal Information Act, inspect any application which appears in the Schedule hereunder and may within 21 (twenty-one days) in respect of this notice, lodge with the Board written representations in support or written objections

EASTERN CAPE LIQUOR BOARD**DATE:****SCHEDULE 3**

1	2	3	4	5
Application Number	Name and number of Ward	Particulars of certificate of registration	Particulars of holder of certificate of registration	Particulars of applicant for certificate of registration

**FORM 9
REGULATION 6**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

CERTIFICATE OF REGISTRATION

REFERENCE NO. _____

RETAIL SALE OF LIQUOR FOR CONSUMPTION _____

_____ is hereby registered to sell _____ and to conduct business under the name of _____ upon premises, the plan of which has been approved, situated at _____ in the district of _____ such as is, accordance with the conditions of the Act or any other Law, authorised to be conducted under the above-mentioned registration under such conditions as are attached hereunder.

This registration shall be subject to such additional conditions determined by the MEC and published in the Provincial Gazette.

Liquor not required for immediate sale shall be stored in the designated area within the registered premises.

This registration shall be of no force and effect unless the prescribed fees have been paid to the Board. Payment of the prescribed fees is to be made before the certificate is issued.

ISSUED ON/VALID FROM	PRESCRIBED FEES	VALID TO

Date of issue:

Payable on or before:

Place of issue:

Chief Executive Officer
Eastern Cape Liquor Board

Date: _____

**FORM 10
REGULATION 7**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

APPLICATION FOR CHANGE OF PLAN

REFERENCE NUMBER:		BUSINESS NAME:	
MUNICIPALITY:		TOWN:	

Description of documents to be submitted

1. Proof of payment of Application Fee
2. Municipal approved building plan (in respect of external structural amendments)
3. Power of Attorney (where applicable)
4. Floor Layout Plan (in respect of changes to the interior layout plan)
5. Application form

NOTE: Providing false or inaccurate information will result in automatic disqualification

Application prepared by:			
Physical Address:			
Postal Address:			
Telephone No:		Mobile Cellular	
Facsimile No:		E-mail Address	

Licence Holder's Details: _____

Telephone No.:	_____	Mobile Cellular	_____
Facsimile No.:	_____	E-mail Address	_____

Address of Premises: _____

Reason for change of plan: _____

DECLARATION

I, _____
 , declare/truly affirm that:-

1. The information furnished in this application is to the best of my knowledge true and I acknowledge that should the East Cape Liquor Board discover false information the application shall be disqualified/rejected.
2. I further accept that the provisions of the Justices of the Peace and Commissioners of Oaths Act No. 16 of 1963, as amended, are applicable in the instance that false information has been submitted and declared/affirmed.
3. I hereby give consent to the Eastern Cape Liquor Board to communicate with me through email and/or SMS.

Date: _____

**Signature of applicant or person authorised
 to represent the applicant**

I certify that this declaration has been signed and sworn to/affirmed before me at _____ on this _____ day of _____ by the applicant/person authorised to sign application who acknowledged that:

- (i) He / she knows and understands the contents of this declaration;
- (ii) He / she has no objection to taking the prescribed oath / affirmation; and
- (iii) He / she considers the prescribed oath to be binding on his / her conscience.

_____ COMMISSIONER OF OATHS

Full name: _____

Business Address: _____

Designation: _____

Area for which appointment is held: _____

Office held if appointment is ex officio: _____

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right to privacy as provided for in the Constitution. By signing this form, you consent to your personal information being processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is withdrawn.

I _____, the undersigned, hereby consent to the following:

1. My personal information may be processed by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003 and Regulations.
2. Furthermore, I understand that:
 - 2.1. I have the right to access my personal information which the ECLB and all the parties involved hold.
 - 2.2. I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.
 - 2.3. Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.
 - 2.4. Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislation to keep my personal information.
 - 2.5. The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20__

Data Subject

**FORM 11
REGULATION 8****EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)****APPLICATION FOR A NATURAL PERSON TO MANAGE AND BE
RESPONSIBLE FOR THE BUSINESS TO WHICH THE REGISTRATION
RELATES**

REFERENCE NO. :

1. Under what name is the registered business conducted: _____
2. State the following particulars of person whose appointment has been terminated:
 - a) Full name: _____
 - b) Identity number: _____
 - c) Date of termination of appointment: _____
3. State the particulars of person to be appointed:
 - a) Full name: _____
 - b) Age: _____
 - c) Identity number: _____
 - d) Contact details: _____
 - e) Relationship between person to be appointed and the holder of the certificate of registration: _____

Signature of person to be appointed

f) Is he / she a person who -

- (i) is disqualified or incompetent in terms of the Act? YES NO
- (ii) Is not permanently residing in the Republic? YES NO
- (iii) If any of the questions in subparagraph (i) have been replied to in the affirmative, provide full details:

g) Date of appointment: _____

I declare / truly affirm that the information in this application and in the documents attached to it are true.

Date: _____

**Signature of holder of certificate
of registration or person authorised
to sign application**

I certify that this declaration has been signed and sworn to / affirmed before me at this day of by the holder of the certificate of registration / person authorised to sign application who acknowledged that:

- (i) He / she knows and understands the contents of this declaration;
- (ii) He / she has no objection to taking the prescribed oath / affirmation; and
- (iii) He / she considers the prescribed oath to be binding on his / her conscience and that he / she uttered the following words:

"I swear that the contents of this declaration are true, so help me God/I truly affirm that the contents of this declaration are true".

.....
COMMISSIONER OF OATHS

Full name: _____

Business Address:

Designation: _____

Area for which appointment is held: _____

Office held if appointment is ex officio: _____

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information being processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is

I _____, the undersigned, hereby consent to the following:

1. My personal information may be processed by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003 and Regulations.
2. Furthermore, I understand that:
 - 2.1. I have the right to access my personal information which the ECLB and all the parties involved hold.
 - 2.2. I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.
 - 2.3. Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.
 - 2.4. Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislation to keep my personal information.
 - 2.5. The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20_____

Data Subject

**FORM 12
REGULATION 8****EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)****CERTIFICATE OF APPOINTMENT OF A NATURAL PERSON TO MANAGE A BUSINESS**

Name of the person appointed:	
ID number:	

Name of the registered business to be managed:	
Address of registered business:	
File reference number:	
Date of appointment:	
Date:	

Chief Executive Officer
Eastern Cape Liquor Board

**FORM 13
REGULATION 9**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

PRE-REGISTRATION INSPECTION REPORT

TYPE OF APPLICATION		New Application	Transfer	Removal	Controlling Interest ¹	
CATEGORY OF REGISTRATION		Off Consumption {Sec 20 (a)}	On Consumption {Sec 20(b)}		On & Off Consumption {Sec 20(c)}	
		Special Event {Sec 20 (d)}		Micro-manufacturing {Sec 20 (e)}		
ECP NUMBER		NAME OF BUSINESS				
NAME OF APPLICANT						
BUSINESS ADDRESS (where premises are situated)						
PERSON CONTACTED AND THEIR CONTACT DETAILS		Name		Signature		
		Tel.				
1) VERIFICATION OF THE APPLICANT						
a) Was an appointment set with the applicant for inspection on this day?					Yes	No
b) Is the person found or consulted at the premises the applicant in this matter?					Yes	No
c) Had the applicant indicated that this particular person will be at the premises?					Yes	No N/A
d) If not the applicant, can the person found at the premises confirm the applicant?					Yes	No N/A
e) Does the applicant have any other interest/s in the liquor trade in the Republic?					Yes	No
f) If the answer above is YES , kindly provide Reference/ECP number/s, name of outlet and the town where situated (<i>attach list where necessary</i>).		Reference/ ECP No.	Name of Outlet	City/Town		
g) Has any of the above listed outlet(s) ever been issued with a compliance notice?					Yes	No N/A
h) Were any complaints received against any outlet(s) mentioned in (f)?					Yes	No N/A

¹ For controlling interest, only the applicant needs to be verified, to ensure that the applicant is not disqualified in terms of the Act. No community consultation is necessary in terms of the Act and inspection of premises is not necessary. Please elaborate on those complaints and any non-compliance, if any, at the outlets mentioned in Para 1(f).

2) VERIFICATION OF THE PREMISES AGAINST SUBMITTED DOCUMENTATION			
a) Does the applicant have a right to occupy the premises?	Yes	No	N/A
b) If a lease agreement is attached, is the lessor's proof of right of ownership attached?	Yes	No	N/A
c) Are the premises situated at the address indicated in the application?	Yes	No	N/A
d) Are the premises in line with the plan submitted with the application?	Yes	No	N/A
e) Are the premises suitable for the category of registration applied for?	Yes	No	N/A
f) Ablution facilities – are these in working order?	Yes	No	N/A
g) Are the premises ready to commence with the business?	Yes	No	N/A
3) VERIFICATION OF THE COMMUNITY CONSULTATION PROCESS			
a) Was Form 5 served on the correct ward committee?	Yes	No	N/A
b) Was Form 5 confirmed by the ward councillor of the specific ward	Yes	No	N/A
c) Is the ward committee's report in terms of Section 22(2)(d)(i) filed in the application?	Yes	No	N/A
d) Was the community appropriately and adequately consulted? <i>(furnish a report regarding verification)</i>	Yes	No	N/A
e) Is there an educational institution within the prescribed 500m radius?	Yes	No	N/A
f) Was Form 6 appropriately served at the educational institution?	Yes	No	N/A
g) Is there a place of worship within the prescribed 500m radius?	Yes	No	N/A
h) Was Form 6 appropriately served at the place of worship?	Yes	No	N/A
i) Were any objections received at the time of the inspection?	Yes	No	N/A
j) If objections were received, were they served on the applicant for response?	Yes	No	N/A
k) Has the applicant responded to the objections?	Yes	No	N/A

RECOMMENDATION		
Is the application recommended for registration for the category applied for?		Yes No
Comments on applicant, premises, community consultation and any objections:		
1. APPLICANT		
1.1. Natural or juristic person		
1.2. Is power of attorney or company resolution attached		
1.3. Compliance with Section 21 of the Act		
2. PREMISES		
2.1. Right to occupy premises		
2.2. Plan of premises and dimensions		
2.3. Building structure and means of communication		
2.4. Counter/point of sale		
2.5. Display area/shelves		
2.6. Demarcated drinking area (where applicable)		
2.7. Storage room		
2.8. Ablution facilities (where necessary)		
3. COMMUNITY CONSULTATION		
3.1. Compliance with Section 22(2)(d)(i) (state whether service of notice took place as prescribed and whether community consultation took place and if that consultation was properly conducted)		
3.2. Compliance with Section 22(2)(d)(ii) (State whether notice served as prescribed)		4. RECOMMENDATION FOR SECTION 22(5) NOTICE (if any) (List all your recommendations for the Section 22(5) Notice)
3.3. Compliance with Regulation 5 (state whether objections were received within prescribed timeframe)		

RESPONSIBILITIES	NAME	SIGNATURE	OFFICE DATE STAMP
<p>The inspection was conducted and report compiled by</p>			
<p>COMMENTS BY QUALITY ASSURANCE</p>			

**FORM 14
REGULATION 9**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

POST REGISTRATION INSPECTION REPORT

DATE	CITY/TOWN	ECP NUMBER	REGISTRATION CATEGORY
BUSINESS NAME		REGISTERED PERSON	
TELEPHONE NUMBER/S	BUSINESS ADDRESS	E-MAIL ADDRESS	
	Street Number		SPATIAL DATA COORDINATES
	Street Name		Latitude
	Village/ Suburb		Longitude
LOCAL MUNICIPALITY	DISTRICT MUNICIPALITY		
TYPE OF REGISTERED PERSON		SECTION 40 MANAGER APPOINTED	
NATURAL	JURISTIC	NAME:	ID Number:

No	Health Check	Reference	Health Check Questions	Yes	No
1.	Documentation	Registration	Does the premises have a valid certificate/renewal?		
2.	Documentation	Registration	Does the registrant have the title deed or letter of consent from the owner of the premises?		
3.	Practice	Registration	Has the registrant made any structural changes to the licensed premises without the Board's consent?		
4.	Practice	Controlling interest	Has the registrant sold a controlling interest in the business without the approval of the Board?		
5.	Practice	Storage and display of liquor	Is the liquor for sale displayed and stored in only the portion of the premises agreed to on the plan?		
6.	Practice	Business management	Has the registrant appointed a manager to run the business?		

7.	Practice	Other businesses on the premises	Is the sale of liquor the primary business on the premises with the exception of general dealers, theatres, restaurants and sleeping accommodation?		
8.	Practice	Prohibition on sale of liquor to certain persons	Does the registrant understand that he/she may not sell liquor to any person who is under the age of 18 or allow a person under the age of 18 to be in any restricted part of the premises? A person under 18 may enter the outlet only if accompanied by an adult, but no alcohol can be served to the under 18?		
9.	Training & Education	Secondary supply of liquor to a minor	Does the outlet owner/manager understand that it is an offence for any person to buy liquor for and on behalf of a person under the age of 18?		
10.	Training & Education	Trading hours	Does the registrant understand that he/she may trade liquor on any day of the week but within the times stipulated in the municipal bylaws?		
11.	Training & Education	Limitations on employers	Does the registrant understand that he/she cannot employ a person under the age 18 in connection with sale or supply of liquor unless the person is above the age of 16 and undergoing training or is an apprentice?		
12.	Training & Education	Duty to produce documents	Does the registrant understand that any person who is in possession of a document relevant to the inspection must produce it on request?		
13.	Training & Education	Closing of registered premises	Does the registrant understand that an inspector or chairperson of the Board may order the owner/manager to close the licensed premises if there are any riots, public disturbance, or threatening actions close to or at the licensed premises?		

14.	Training & Education	Prohibited concoctions and drinks	Does the registrant understand that he/she must not sell any prohibited drinks and concoctions? (by the fermentation of treacle, sugar or other substances and known as isishimiyana, hopana, qediviki, skokiaan, uhali or Barberton, but excluding indigenous qhiliqa)		
15.	Training & Education	Offences regarding the trading in liquor	Does the registrant understand that no manufacturer or wholesaler may give or lend any money to a retailer for equipping, maintaining or conducting the registered premises?		
16.	Training & Education	General offences	Does the registrant understand that it is an offence to supply liquor to an employee as wages?		
17.	Training & Education	Responsibility of registered persons for other persons	Does the registrant understand that drug trafficking and prostitution on the registered premises is an offence?		
18.	Training & Education	Liquor premises should be Weapon free	Does the outlet owner /manager understand that no weapons or sharp objects must be allowed inside the premises?		
19.	Training & Education	Foetal Alcohol Syndrome	Does the outlet owner understand the dangers of serving alcohol to pregnant women? (Physical and mental damage in a child due to alcohol exposure while in the womb).		
20.	Training & Education	Patron Behaviour	Does the registrant/manager understand that patrons must not park such that they obstruct the neighbours?		
21.	Premises	Structural changes	The premises are still as indicated in the plan submitted to the board?		
22.	Premises	Hygienic conditions	Ablution facilities are hygienically clean and fully functional		

ANY COMMENTS/ADVICE FOR THE REGISTRANT		
Acknowledgement of inspection	Name of person at premises	Signature of person at premises
FULL NAME OF INSPECTOR		INSPECTOR'S SIGNATURE

**FORM 15
REGULATION 12****EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)****NOTICE TO BE PRESENT AT A MEETING OF THE LIQUOR BOARD**

To _____

Address: _____

You are hereby notified by the chairperson to be present at a meeting of the Board which relates to _____ and which will be held on the date, time and at the place indicated below.

Date: _____

Time: _____

Place: _____

Your attention is drawn to the following:

(i) It is compulsory for you to appear in person. If you are unable to appear in person you may appoint an advocate or attorney to appear on your behalf.

(ii) It is an offence not to be present and not to remain in attendance, without having appointed somebody to appear on your behalf.

(iii) The chairperson may require you to give evidence or to produce any document or any other thing which is in your possession or custody or under your control.

Place of issue: _____

Date: _____

FOR OFFICIAL USE ONLY

Secretary

Eastern Cape Liquor Board

I certify that I have served this notice upon the said person by -

*(a) delivering a true copy to him/her personally; or

*(b) delivering, as he/she could not be found, a true copy to a person apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/
EMPLOYMENT/BUSINESS**The nature and purpose of this notice was explained to the recipient thereof.**

Time: _____

Day: _____

Month: _____ of 20_____.

Full Names: _____

Signature of Inspector: _____

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

**SUMMONS TO BE PRESENT AT A MEETING OF THE LIQUOR BOARD
SUMMONS IN TERMS OF SECTIONS 17(1) AND (3) OF THE EASTERN CAPE LIQUOR
ACT 10 OF 2003**

REFERENCE NO. _____

BUSINESS NAME _____

TO _____
ADDRESS _____

By virtue of the powers vested in the chairperson, you are hereby directed to be present at a meeting of the board and give evidence/produce the documents or any other thing indicated in **Annexure A** hereto at a meeting of the Board which relates to and which will be held on the date, time and at the place indicated below.

Date _____
Time _____
Place _____

Your attention is drawn to the following:

It is an offence not to appear or not to remain in attendance without the consent of the Chairperson first having been obtained.

FOR OFFICIAL USE ONLY

I certify that I have served this notice upon the said person by-

*(a) delivering a true copy to him/her personally; or

*(b) delivering, as he/she could not be found, a true copy to a person apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/ EMPLOYMENT/BUSINESS.

The nature and purpose of this notice was explained to the recipient thereof.

Time: _____

Day: _____

Month: _____ of 20____.

Inspector of the Board

Full Names: _____

Signature of Inspector _____

**FORM 17
REGULATION 16**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

**NOTICE OF ANNUAL FEES PAYABLE IN RESPECT OF A CERTIFICATE OF
REGISTRATION**

All registered persons in terms of the Eastern Cape Liquor Act No. 10 of 2003 and the Regulations thereto are hereby notified that annual licence fees are due, owing and payable in respect of all categories of licences.

The annual fees per category of licence are:

Category of Licence	Annual licence fees
Section 20 (a) -Retail sale of liquor for consumption off the premises	R3 500
Section 20 (b) -Retail sale of liquor for consumption on the premises	R2 500
Section 20 (c) -Retail sale and consumption of liquor on and off the premises	R5 000
Section 20 (e) – Micromanufacturing	R5 000

Banking details of the Board: _____

If the fees are received after 31 December, the fees payable shall be increased by 50% and if the fees are received after 31 January and up until 30 June, such fees shall be increased by 100%

No fees shall be accepted after 30 June and the licence will be cancelled without any further notice.

**FORM 18
REGULATION 16**

EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)

CONFIRMATION OF REGISTRATION DETAILS

ECP NO:		BUSINESS NAME:	
DISTRICT:		TOWN:	

Description of documents to be submitted

1. Confirmation of registration details form
2. Payment of the annual renewal fees as per category of licence
3. Proof of Right to Occupy Premises
4. In the case of a natural person:
 - (i) certified copy of Identity Document
 - (ii) in the event that the application is being completed by someone other than the Applicant – a Power of Attorney
 - (iii) In the event of a refugee, certified copy of proof of refugee status
 - (iv) In the event of a foreign national, a certified copy of a valid business permit
5. In the case of a juristic person:
 - (i) certified copy of Companies and Intellectual Property Commission Registration Certificate
 - (ii) certified copies of Identity Document of members or shareholders
 - (iii) a resolution authorising the application
6. In the case of a Trust:
 - (i) Certified copy of the Trust Deed
 - (ii) Certified copy of Trustees' and Beneficiaries' Identity Documents
 - (iii) a resolution authorising the application

NOTE: Providing false or inaccurate information will result in automatic disqualification.

Application prepared by: _____

Physical Address: _____

Postal Address: _____

Telephone No.: _____

Mobile Cellular _____

Facsimile
No.:

E-mail
Address

LICENCE HOLDER FULL NAME: _____

IDENTITY NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

COMPANY
REGISTRATION
NUMBER:

	/		/	
--	---	--	---	--

TELEPHONE
NUMBER:

--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-MAIL ADDRESS: _____

ADDRESS OF PREMISES: _____

POSTAL ADDRESS: _____

DECLARATION

I
 , declare/truly affirm that the information furnished in this application is to the best of my knowledge true and I acknowledge that should the board discover false information the application shall be disqualified/rejected. I further accept that the provisions of the Justices of the Peace and Commissioners of Oaths Act No. 16 of 1963, as amended, are applicable in the instance that false information has been submitted and declared/affirmed. I also hereby give consent to the Eastern Cape Liquor Board to communicate with me by letter, email and/or SMS and other media whenever the need arises.

Date: _____

Signature of registered person or person authorised to sign on behalf of the registered person

I certify that this declaration has been signed and sworn to/affirmed before me at _____ on this _____ day of _____ to sign _____ by the applicant/person authorised application who

- (i) He / she knows and understands the contents of this declaration;
- (ii) He / she has no objection to taking the prescribed oath / affirmation; and
- (iii) He / she considers the prescribed oath to be binding on his / her conscience.

COMMISSIONER OF OATHS

Full name: _____
 Business Address: _____
 Designation: _____
 Area for which appointment is held: _____
 Office held if appointment is ex officio: _____

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is withdrawn.

I, _____, the undersigned, hereby consent to the following:

1. My personal information may be processed by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003 and Regulations.
2. Furthermore, I understand that:
 - 2.1. I have the right to access my personal information which the ECLB and all the parties involved hold.
 - 2.2. I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.
 - 2.3. Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.
 - 2.4. Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislations to keep my personal information.
 - 2.5. The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20__

Data Subject

**FORM 19
REGULATION 18**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

SECTION 28 COMPLIANCE NOTICE

To: Name: _____

Address: _____

By virtue of the powers vested in the Board, you, the holder of the certificate of registration granted in respect of premises situate at _____ plot/erf/street/farm/ ward and municipality* and upon which business is conducted under the name of _____, are hereby-

(a) notified that you have failed to comply with the requirements of your registration in that

And that you are

(b) required to take the following remedial steps within 30 (thirty) days hereof

FOR OFFICIAL USE ONLY

I certify that I have served this notice upon the said person by-

*(a) delivering a true copy to _____ personally; or

*(b) delivering, as he/she could not be found, a true copy to

_____, apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYMENT/BUSINESS* of the said _____

At

The nature and exigency of this notice was explained to the recipient thereof.

Time _____ Day _____ Month _____ 20_____

Place _____

Full Names of recipient: _____

Signature of recipient: _____

Name of Inspector: _____

EASTERN CAPE LIQUOR BOARD

Inspector signature: _____

* Delete whichever is not applicable

**FORM 20
REGULATION 20****EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)****REGISTER OF REGISTERED PERSONS**

<i>Name and address of registered person</i>	<i>Cancellations and variations</i>	<i>Voluntary deregistration, winding-up or dissolution</i>	<i>Name and address of applicants for registration and micro-manufacturing</i>	<i>Terms and conditions of registration and variation</i>

**FORM 21
REGULATION 21****EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)****CERTIFICATE OF DESIGNATION OF AN INSPECTOR**

The bearer of this certificate is designated as an inspector in terms of section 46 (4) of the Eastern Cape Liquor Act, 2003 (Act No. 10 of 2003)

Full names: _____

Identity number: _____

Designation number: _____

Date of issue: _____

Date of expiry: _____

Date: _____

Chairperson, Eastern Cape Liquor Board

**FORM 22
REGULATION 22**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

SECTION 54 COMPLIANCE NOTICE

Registered Owner: _____ **Name of Outlet:** _____
Reference Number: _____ **Address:** _____
Contact Details: _____

By virtue of the powers vested in me, you, the holder of the certificate of registration granted in respect of premises situated at _____
 plot/erf/street/farm/ward and municipality*

And upon which business is conducted under the name of _____, are hereby notified that you have failed to comply with the requirements of your registration in that you contravened and / or caused to be contravened the provisions of the Eastern Cape Liquor Act 10 of 2003 by failing to:

Liquor Trading conditions Attached To The Registration Certificate			
		Yes	No
(a)	Is the valid registration visible display?		
(b)	Is the drinking area clearly demarcated?		
(c)	Is there any person/s under the age of 18 years in the drinking area?		
(d)	Is there sale of liquor to persons under the age of 18? Section 38 of the Act		
(e)	Is there a separate entrance to the liquor trading area from the dwelling?		
(f)	Are there separate toilets for males and females?		
(g)	Are the toilets hygienic and in good working order?		
(h)	Are trading hours adhered to? Educate the registrant in line with the applicable municipal Bylaws		
(i)	Is music played audible beyond boundary perimeter of the premises?		
(j)	Are the speakers or audio equipment placed inside the premises?		
(j)	Is there loud noise by patrons?		
(k)	Does drinking taking place in demarcated drinking area?		
(l)	Are cars parked not obstructing entry to the neighbour's driveways?		
(m)	Are people sitting in motor vehicles outside the premises?		
(n)	Is there security in and around the outlet?		
(o)	Does the registrant ensure that no firearms and/or any kind of weapon may find their way into the registered outlet?		
(p)	Is there a manager appointed in terms of Section 40 of the Act?		
(q)	Does the registrant comply with municipal Health and Safety Regulations?		
(r)	Are the registered premises being rented?		

Failing to comply with this compliance notice is an offence in itself in terms of *Section 57 (l) (h) of the Eastern Cape Provincial Liquor Act No.10 of 2003 and you may be liable on conviction to a fine or imprisonment not exceeding three years or to both such fine and imprisonment.*

FOR OFFICIAL USE ONLY

I certify that I have served this notice upon the said person by -

- (a) *Delivering a true copy to the registrant; or
- (b) *Delivering, as he/she could not be found, a true copy to a person apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYMENT/BUSINESS

The nature and exigency of this notice was explained to the recipient thereof.

Time: _____ Day _____ Year: _____

Place: _____

Notice duly accepted by:
(Signature)
(Date)

Name of Inspector: _____

EASTERN CAPE LIQUOR BOARD

Signature: _____

*Delete whichever is not applicable.

**FORM 23
REGULATION 23**

EASTERN CAPE LIQUOR ACT. 2003 (Act No.10 of 2003)

COMPLIANCE CERTIFICATE IN TERMS OF SECTION 54

To: _____

Name: _____

Address: _____

By virtue of the powers vested in me, I hereby certify that you, the holder of the certificate of registration granted in respect of premises situated at _____ plot/erf/street/farm/ward and _____ municipality* and upon which business is conducted under the name of _____, have complied with the compliance notice dated _____.

FOR OFFICIAL USE ONLY

I certify that I have served this notice upon the said person by –

**(a) delivering a true copy to _____ personally; or*

**(b) delivering, as hel/she could not be found, a true copy to _____*

* Delete whichever is inapplicable.

The content of this compliance notice was explained to the recipient thereof.

Time: _____ Day _____ Month _____ Year: _____

Place: _____

Name of recipient: _____

Signature of recipient: _____

Name of Inspector: _____

EASTERN CAPE LIQUOR BOARD

Signature: _____

Date: _____

**FORM 24
REGULATION 24****EASTERN CAPE LIQUOR ACT, 2003 (Act No. 10 of 2003)****APPLICATION TO PROCURE A CONTROLLING INTEREST IN THE BUSINESS TO
WHICH THE CERTIFICATE OF REGISTRATION RELATES**

Description of documents to be submitted:

1. Application Form
2. Proof of payment of application fee
3. Written representations in support of the application
4. Proof of Right to Occupy the premises
5. Valid tax registration status (where applicable)
6. In the case of a natural person:
 - (i) certified copy of Identity Document
 - (ii) In the event that the application is being completed by someone other than the applicant – a Power of Attorney
7. In the case of a juristic person:
 - (i) certified copy of Companies and Intellectual Property Commission Registration Certificate
 - (ii) certified copies of Identity Document of members or shareholders
 - (iii) a resolution authorising the application
8. In the case of a Trust:
 - (i) a certified copy of the Trust Deed
 - (ii) certified copies of Trustees' and Beneficiaries' identity documents
 - (iii) a resolution authorising the application

Application prepared by: _____

Postal address: _____

Telephone No.: _____

Cellular No: _____

E-mail address: _____

Part A*Information relating to the applicant who is the holder of the registration certificate*

1. (a) Full name of applicant: _____

*(b) Age: _____

(c) Identity number or in the case of a company or close corporation, registration number

(d) Residential address or address of registered office _____

(e) Business address _____

(f) Postal address _____

(g) Business telephone number _____

***Delete (b) if applicant is not a natural person**

2. Under what name is the registered business conducted? _____

3. (a) Describe the situation of the premises where the registered business is conducted with reference to the plot/erf/street/farm number:

(b) In which ward or municipality is the premises referred to in subparagraph (a) situated?

Signature of applicant who is the holder of the certificate of registration/person authorised to sign application: _____

I certify that this declaration has been signed and sworn to/affirmed before me at this _____ day of _____ year _____ by the applicant/person authorised to sign application who acknowledged that-

(i) he/she knows and understands the contents of this declaration;

(ii) he/she has no objection to taking the prescribed oath/affirmation; and

(iii) he/she considers the prescribed oath to be binding on his/her conscience, and that he/she uttered the following words:

"I swear that the contents of this declaration are true, so help me God."/I truly affirm that the contents of this declaration are true."

Commissioner of Oaths: _____

Full name: _____

Business address: _____

Designation: _____

Area for which appointment is held: _____

Office held if appointment is *ex officio*: _____

THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is withdrawn.

I _____ the undersigned, hereby consent to the following:

1. My personal information may be processed by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003 and Regulations.

2. Furthermore, I understand that:
 - 2.1. I have the right to access my personal information which the ECLB and all the parties involved hold.

 - 2.2. I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.

 - 2.3. Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.

 - 2.4. Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislations to keep my personal information.

 - 2.5. The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20__

Data Subject

**FORM 25
REGULATION 5**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003

WRITTEN OBJECTIONS/REPRESENTATIONS

FULL NAME			
ID/REGISTRATION NUMBER			
RESIDENTIAL/ REGISTERED ADDRESS		POSTAL ADDRESS	
TELEPHONE NUMBER		CELLULAR PHONE NUMBER	
E-MAIL ADDRESS			

CLEARLY IDENTIFY THE APPLICATION CONCERNED

TYPE OF APPLICATION	New Application	Transfer	Removal
CATEGORY OF REGISTRATION	Off Consumption {Sec 20 (a)}	On Consumption {Sec 20(b)}	On & Off Consumption {Sec 20 (c)}
	Special Event {Sec 20 (d)}	Micro-manufacturing {Sec 20 (e)}	
REFERENCE NUMBER		NAME OF BUSINESS	
NAME OF APPLICANT			
BUSINESS ADDRESS (where premises are situated)			

STATE OBJECTION TO THE APPLICATION/REPRESENTATION FOR THE APPLICATION

Signature of Submitter:		Date

**FORM 26
REGULATION 19**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

**NOTICE OF APPEAL
Description of documents to be submitted**

1. Proof of payment of the Appeal Fee
2. Application form
3. If the Appeal is being brought by someone other than the Applicant:
 - In the case of a natural person: (i) Power of Attorney and (ii) Identity Document of person bringing the Appeal.
 - In the case of a juristic person: (i) Resolution and (ii) Copy of Identity Document of person bringing the Appeal

Full names and Surname	
Identity number / Registration Number	
Application Reference Number	
Name of proposed outlet	
Are you an Applicant whose application for a registration certificate was refused?	Yes / No
Are you bringing this application on behalf of the Applicant whose application for registration was refused?	Yes / No *If yes, please attach Power of Attorney in respect of natural person alternatively Resolution in respect of juristic person
Are you an Objector whose objection was not upheld and the application for a registration certificate was granted by the Board?	Yes / No *If yes, please attach a copy of the written objection as submitted to the Board.
Email Address	
Cellular Number	
Telephone Number	

* In the event that this Appeal is lodged electronically, please retain proof of submission of the Appeal.

I hereby consent to the processing of my personal information by the Board and the Panel of Appeal and confirm that I understand that:

1. In terms of section 24 of the Eastern Cape Liquor Act, 2003 (Act 10 of 2003) as an Applicant or an Objector or a Transferor or Transferee, I have the right to appeal the Eastern Cape Liquor Board's decision.
2. The appeal is considered by the Panel of Appeal which is an independent body to the Eastern Cape Liquor Board and is established in terms of section 10 of the Eastern Cape Liquor Act, 2003 (Act 10 of 2003). The Eastern Cape Liquor Board does not have any role in the decision-making processes of the Panel of Appeal other than to defend the appeal if necessary.
3. The appeal and proof of payment can be submitted to any of the Eastern Cape Liquor Board's offices or by email: Appeals@ecqb.co.za.
4. Once the Eastern Cape Liquor Board has received an appeal, in this prescribed form, the Eastern Cape Liquor Board provides a copy of its application file including this appeal form to the Registrar of the Panel of Appeal for further processing.
5. I will then receive communication from the Panel of Appeal, including where the Hearing will be held if the appeal is considered.
6. If I want to make a follow up on the appeal once I have submitted it, I am aware that I have to contact the Registrar of the Panel of Appeals.
7. The Panel of Appeal must hear the matter within 60 (sixty) days after receipt of the appeal and relevant documents from the Eastern Cape Liquor Board.
8. The outcome of the appeal must be issued to the parties thereto in writing within 30 (thirty) days of the hearing of the matter and I am aware that the decision of the Panel of Appeal is final and binding on all parties subject to the provisions of section 66 of the Eastern Cape Liquor Act, 2003 (Act 10 of 2003).

Date: _____

Signature of Appellant: _____

Confirmation of Receipt by the Eastern Cape Liquor Board

Full names and Surname: _____

Signature: _____

Date: _____

Stamp:

**FORM 27
REGULATION 30**

EASTERN CAPE LIQUOR ACT, 2003 (Act No.10 of 2003)

**APPLICATION FOR CONSENT TO CONDUCT LICENSED BUSINESS PENDING THE
TRANSFER OF THE LICENCE**

Name, signature and contact details of the person who prepared this application:

Name : _____
 Signature : _____
 Postal address : _____

 Postal code : _____
 Physical address : _____

 Postal code : _____

Telephone numbers:
 Office : _____
 Cell phone : _____
 Home or other : _____
 E-mail address : _____

PART A: DETAILS OF LICENSEE

1. Full name of licensee: _____
2. Name, address and the Board's reference number of the licensed business:

3. Date on which the transfer application was lodged with the Board: _____
4. By signing this application, the licensee acknowledges that he/she/it is aware of the provisions contained in Regulation 30 of the Eastern Cape Liquor Act, 2003 (Act 10 of 2003).

Date

**Signature of licensee or person
authorised by licensee**

Print name

PART B: DETAILS OF PROPOSED LICENSEE

1. Full names and Surname: _____

2. Identity number or, in the case of a company or close corporation, its registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Attach copy of Identity Document or proof of registration.)

**Should the proposed licensee be a juristic entity, please enclose an application for the appointment of a Manager in terms of Regulation 8.*

3. Residential address or address of registered office:

Postal code: _____

4. Business address:

Postal code: _____

5. Postal address: _____

Postal code: _____

6. Telephone numbers:

Office : _____

Cell phone : _____

Home or other : _____

7. E-mail address: _____

8. By signing this application, the proposed licensee acknowledges that he/she/it is aware of the provisions contained in Regulation 30 of the Eastern Cape Liquor Act, 2003 (Act 10 of 2003).

Date

**Signature of proposed licensee or person
authorised by proposed licensee**

Print name

TO BE SIGNED BY THE PROPOSED LICENSEE**THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA) CONSENT FORM**

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Eastern Cape Liquor Board and consent is effective immediately and will remain effective until such consent is withdrawn.

I, _____, the undersigned, hereby consent to the following:

My personal information may be processed by the Eastern Cape Liquor Board ("ECLB") during and after the processing of my application for purposes of compliance with the Eastern Cape Liquor Act 10 of 2003 and Regulations.

Furthermore, I understand that:

1. I have the right to access my personal information which the ECLB and all the parties involved hold.
2. I have the right to ask the ECLB and all the parties involved to update, correct, or delete my personal information on reasonable grounds.
3. Should I wish to withdraw my consent to process my personal information, I must do so in writing, addressed to the ECLB.
4. Once I withdraw my consent for ECLB to process my personal information, I understand that ECLB and all the parties involved in the ECLB processes are still obliged under other legislations to keep my personal information.
5. The ECLB and all the parties involved may disclose my information where they have a duty or a right to disclose in terms of applicable legislation or where it may be necessary under other law.

Signed at _____ on this _____ day of _____ 20__

Data Subject

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
Also available at the Legal Advisory Services, **Province of the Eastern Cape**, Private Bag X0047, Bisho, 5605.
Tel. (040) 635-0052.