

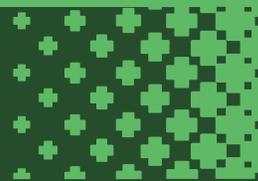


Liquid Courage  
Consultants.



# REQUIREMENTS FOR LIQUOR LICENSE APPLICATION

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## 1. GETTING STARTED – DOCUMENTS YOU NEED

- Certified ID copy OR Certified Passport and relevant Work Permit
- SARS Tax Clearance
- SAPS Police Clearance Certificate
- Proof of Lawful Occupation e.g., Title deed, lease agreement or letter of ownership from Local Authority
- Detailed Sketch/Floor plan of the premises
- Local Authority Approval from the municipality/Consent use or Zoning certificate
- Food Menu (for on-consumption applications)



## 2. DOCUMENTS WE WILL COMPILE FOR YOU

- Comprehensive motivation/representations for application
- Written description of the premises
- Liquor Trader's Association Certificate
- Newspaper Advertisements
- Government Gazette Advertisement
- 500m Radius Affidavit
- Smoking Zone Affidavit
- HD Color Photos
- Power of Attorney / Cancellation of power of attorney
- Notice of intention to apply

### 3. IF APPLYING UNDER BUSINESS/COMPANY NAME



- Certificate of Incorporation or CK Form
- CIPC Company Documents
- Company Resolution
- SARS Company Tax Clearance
- Details of all persons with a financial interest
- Application for appointment of manager

### 4. ADDITIONAL/SPECIAL REQUIREMENTS



- Applicable to other license types such as Club, hotel, nightclub, restaurants and tavern licenses**
- Rooms, storage and kitchen for hotel liquor license applications
- Kitchen and storage for restaurant liquor license applications
- Club constitution and list of members where applicable
- Food and entertainment if a tavern. dancing, entertainment and light meals if nightclub. Snacks or light meals if a pub

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## 5. MINDING YOUR BUSINESS – DO's and DONT's



- Application timelines will depend on speed of GLB and DTIC offices
- Do not trade without a valid liquor license
- Ensure you leave an appointed manager at your premises in the owner's absence
- Ensure adherence with liquor trading times
- Do not display liquor at your premises without a license
- Renew, display, and produce your license on request by an Inspector or appointed person
- Do not employ or sell to person under the age of 18.
- Do not sell to pregnant females, minors or intoxicated persons
- Do not sell or supply counterfeit/illegal liquor
- Do not trade with a license that belongs to someone else/ does not belong to you
- Do not neglect to renew your license for more than 2 months after date of renewal as license will lapse
- Do not trade with the licence/permit of a deceased person



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