

before 31 December in the year the renewal notice was issued. The licensee must apply in writing to the Liquor Licensing Tribunal for condonation of such failure, and the Liquor Licensing Tribunal may condone such failure and allow late payment of the renewal fee subject to penalty of 150% of that fee, by a date stipulated by the Liquor Licensing Tribunal. The application for condonation must be in the form of a completed Form 26.

The inspectorate and the DLO of the area will investigate the factors leading to the licensee having to apply for renewal and will serve a copy of such a report on the applicant and lodge a report with the Authority. The applicant may choose to lodge a response to the reports and this should be done within seven (7) days of being served with the copy of the report.

The licence remains valid until the Liquor Licensing Tribunal considers the application if the licence holder complies with the notice. The Liquor Licensing Tribunal has the right to refuse or grant the application for the renewal and may impose conditions as it deems fit. If the LLT grants the application, the licence is deemed to be renewed as per normal and if the Liquor Licensing Tribunal refuses an application the licence lapses immediately or on a date as decided by the Liquor Licensing Tribunal.



**Photo Source:**

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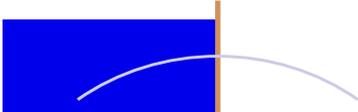
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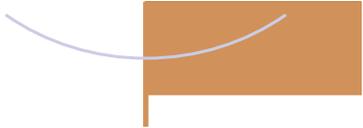
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# Liquor Licence Renewals



## Western Cape Liquor Authority



## Renewals of Licences

Liquor licences need to be renewed every year. The Western Cape Liquor Authority will issue an annual renewal notice to the licence holder, by 31 October each year. The renewal notice serves as a reminder to the licensee to pay the renewal fee as well as stating the amount to be paid. Should a licensee not receive a renewal notice, the obligation to pay the renewal fees remain the licensee's responsibility. The licence is automatically renewed until 31 December of the next year when the renewal fees are paid.

The licensee should pay the renewal fee before or on 31 December each year. Should the licence holder pay the renewal fee between 1 and 31 January, it is subject to a 50% penalty. If the licensee pays between the first and last day of February, the renewal fee is subject to 100% penalty.

The licence holder has one final opportunity to pay the renewal fee. If licensee takes this opportunity, the licensee has to apply in writing to the Chief Executive Officer (CEO) on or before 31 March for the condonation of such failure, by completing Form 24. If the CEO condones the failure, the late payment needs to be done by a date stipulated by the Authority. The renewal fee in this case will be subject to a penalty of 150%. Should the CEO grant condonation, the licence is only valid until 31 December of that year (the licence is deemed to have been renewed as per normal).

If the licence holder does not pay the renewal fee and the penalty imposed, as mentioned before, the licence is no longer valid and is

deemed to have lapsed on 1 January of that year.

**The table below shows the renewal fees and penalties payable.**

Licence	Renewal Fees			
	31 December	31 January	28 February	31 March
On-consumption	R3 000	R3 000 + 50% = R4 500	R3 000 + 100% = R6 000	R3 000 + 150% = R7 500
Off-consumption	R3 000	R3 000 + 50% = R4 500	R3 000 + 100% = R6 000	R3 000 + 150% = R7 500
On and Off-consumption	R5 000	R5 000 + 50% = R7 500	R5 000 + 100% = R10 000	R5 000 + 150% = R12 500
Micro-manufacturing	R3 000	R3 000 + 50% = R4 500	R3 000 + 100% = R6 000	R3 000 + 150% = R7 500

### Applications for Renewals

Liquor licences are automatically renewed in the sense that no application needs to be made for a renewal. However, there are specific instances when licences are not automatically renewed. A liquor licence is **not capable of automatic renewal** under the following circumstances:

- if the licensee has become disqualified to hold a licence under section 35;
- if the licensee has been declared unfit by the Liquor Licensing Tribunal;
- if the licensee has failed to comply with a compliance notice;

- if the licensee has been the subject of a Designated Liquor Officer report concerning failure to comply with a compliance notice or concerning disqualification of the licensee;
- if the licensee has been the subject of a complaint received by a municipality.

Under these circumstances the licensee has to apply for the licence to be renewed. The Authority will issue a notice, before 31 July, informing the licensee that the licence will not be automatically renewed and stating that the licensee needs to make an application for the renewal of the licence before 30 September of that year. The application must be in the form of a completed Form 25 and must be lodged with the Authority and the Designated Liquor Officer of the area. The application must include – written representations in support of the application; the full name, address and other contact details of the licensee; the documents specified on Form 25 or as requested by the Authority; and proof of payment to the Authority of the R250 fee for an application for a renewal.

Should the licensee not comply with this notice, the licence will lapse on 31 December; unless an application is made after 30 September but

