



## LIQUOR LICENSE APPLICATION CONSULTANT AGREEMENT.

<b>Invoice To:</b>	<b>Full Address of Liquor License Application:</b>	
<b>Customer / Business Name:</b> _____	<b>FULL Address of</b> _____	
<b>Customer ID / Registration Nr?</b> _____	<b>Shop / Store:</b> _____	
<b>eMail Address</b> _____	<b>ERF Number:</b> _____	
<b>Office / Phone</b> _____	<b>Zoning Certificate Available?</b>	
	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>NO</b>
<b>Payment Date</b> _____	<b>Contact Us</b>	083-353-7532
<b>Payment Ref:</b> Liquor License On / Off Site	<b>Contact eMail</b>	info@liquorlicense.co.za
<b>Payment Terms</b> EFT	<b>Fax Number</b>	086-416-7609

Ref Nr:	Item Ref.	Description	Unit Price	Required Yes / No	Line Total
1	<b>*On-Site Deposit</b>	NEW APPLICATION LIQUOR LICENSE ON-SITE CONSULTATION (TRAVEL & ACCOMODATION) 2 DAYS ON-SITE.	<b>6 000, 00</b>	Yes / No	
2	<b>*Off-Site Deposit</b>	NEW APPLICATION LIQUOR LICENSE OFF-SITE APPLICATION (ELECTRONIC APPLICATION PREPARATION.) EMAIL / FAX	<b>6 000, 00</b>	Yes / No	

**ALL PAYMENTS MUST BE MADE INTO THE CONSULTING BUSINESS ACCOUNT OF LIQUOR TRADE SA, AS FOLLOWS:**  
**Account Name: Liquor Trade SA Pty Ltd, Account Number: 042762162, Branch Code: 047027.**

Contact: 083-353-7532 – [www.liquorlicense.co.za](http://www.liquorlicense.co.za) – [info@liquorlicense.co.za](mailto:info@liquorlicense.co.za) – Fax: 086-416-7609

Ref Nr:	Item Ref.	Description	Unit Price	Required Yes / No	Line Total
3	<b>*Handover / eMail</b>	LAST PAYMENT 3 Days PRIOR to Handover / eMail Application and Affidavit at SAPS for YOUR Submission at the Liquor Board.	6 000, 00	Yes	6 000, 00
TOTAL AMOUNT (EXCLUDING ADDITIONAL)			(1-3)	<i>Sub Total</i>	
TOTAL VALUE OF ADDITIONAL SERVICES.			(4-20) Other Services		
<b><u>Activation and Annual Renewal Fees EXCL</u></b>				<b><u>Total Due</u></b>	

**OFF-SITE LIQUOR LICENSE APPLICATION PREPARATION**  
**R 12 000**

**ORDER NOW**

INCLUDES collection of ALL required documents and information from APPLICANT and complete FULL application via EMAIL, Ready for Submission by Client. (ACTIVATION / RENEWAL FEES EXCLUDED)

**ON-SITE LIQUOR LICENSE APPLICATION PREPARATION**  
**R 18 000**

**ORDER NOW**

INCLUDES collection of ALL required documents and information from APPLICANT and complete FULL application On-Site Ready for Submission by Client. (ACTIVATION / RENEWAL FEES EXCLUDED)

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## **TO: THE APPLICANT**

Further to your online / telephonic enquiry we annex information pertaining to obtaining a new liquor license in South Africa.

We are proud to claim that we are well equipped and experienced and fully conversant with all aspects and legal requirements pertaining to the liquor licensing process in the Gauteng Province, North West, Limpopo, Eastern Cape, Northern Cape, Western Cape, Freestate, Kwa-Zulu Natal and Mpumalanga Provinces with good experience.

This service comprises of preparation and compilation for your submission of application to the Magistrate's office and or regional office of the Province's Liquor Authority. We annex hereto a list of requirements which will enable us to facilitate the application the application on your behalf. It would be appreciated if you can complete the information as requested and forward the information as well as the requested documentation to us via fax (086-416-7609) / email ([info@liquorlicense.co.za](mailto:info@liquorlicense.co.za)) as soon as you are ready to lodge the application.

Please bear in mind that all new applications can only be lodged on the first Friday of every month and it is a further prescribed in terms of the Gauteng Liquor Act, 2 of 2003 (as amended), as well as other Provinces, that an advertisement should be published in the Government Gazette as well as two local newspapers. Applications can only be submitted if we are in received or you are in possession of all requested information and documentation. Under normal circumstances an application should take approximately 4 months from date of lodgment until finally considered and approved by the Liquor Board.

Should you require any further information, please do not hesitate to contact us on 083-353-7532 or [info@liquorlicense.co.za](mailto:info@liquorlicense.co.za)

We look forward to receiving your instructions and being of service to you herein.

Yours faithfully,

**Your Liquor License Application Consultant!**

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Account Name: Liquor Trade SA Pty Ltd, Account Number: 042762162, Branch Code: 047027.

## **INFORMATION PERTAINING TO INSTRUCTIONS TO LODGE A LIQUOR LICENSE APPLICATION IN TERMS OF THE PROVINCE LIQUOR ACT:**

**Every application for a new license shall be made to the secretary of the relevant local committee of the metropolitan district in which the license is sought on the first Friday of each month and shall be accompanied by the following. An applicant is determined by the natural person/legal person who signed the Lease Agreement / holds the Title Deed in respect of the property:**

1. **A detailed sketch plan of the premises**, (more commonly known as a shop fitters plan is required which should be drawn to scale, indicating all wall measurements as well as the fixtures and fittings attached to the specific category of license.
2. Certified copy of **Certificate of Incorporation** (if applicant is a close corporation or company). This aspect is determined by the person who holds the right to occupy the premises (i.e. the "person" who signed the lease agreement or holds the title deed with respect to the proposed premises);
3. Certified copy of **Identity document** (if applicant is a close corporation or company - Identity documents of all members or directors / shareholders.
4. (For Gauteng) Proof of affiliation to an association referred to in section 38 of the new Act supra. There is established a **Liquor Trade Association** in the Province known as the **Gauteng Liquor Traders Association**. Kindly furnish us with a copy of the proof of payment as requested above. You must complete membership application and acquire the necessary Certificate of Membership prior to the lodgment of the application.
5. **SAPS Fingerprint Clearance Report from the South African Police Service and Original Tax Clearance Certificate (Certificate of Good Standing) to be requested from the South African Revenue Services** in the name of the applicant.
6. Applications for a tavern, pool club, pub, liquor store and night club liquor licenses shall also be accompanied by **Business Trading License, LAA / Local Authority Approval by the relevant department of the relevant metropolitan or district council**, in addition to any zoning or planning or environmental laws requirements – The town planning department of the town council in the area where the premises are located should be able to assist you in this regard. Once a zoning certificate has been obtained **a letter should be issued by this town council to state that from a town planning point of view there is no objection to the issue of a liquor license to the proposed premises**. You can obtain the necessary consent from the Town Council / Local Municipality.
7. A copy of the signed valid Agreement of Lease, signed by both parties (landlord and tenant);
8. Kindly ensure that you obtain a **Health Certificate and Safety Certificate** from your local Town Council in respect of the premises which you have to hand in to the Board after approval of same. The sooner you commence with the process the sooner the final license certificate can be issued once same has been approved. Should you require any assistance with this process please contact us.

**ALL PAYMENTS MUST BE MADE INTO THE CONSULTING BUSINESS ACCOUNT OF LIQUOR TRADE SA, AS FOLLOWS:**

**Account Name: Liquor Trade SA Pty Ltd, Account Number: 042762162, Branch Code: 047027.**

Please ensure that all relevant information and or documentation are furnished to us prior to lodgment of the application as no applications can be lodged without the necessary required information and or documentation as requested.

Our fee in respect of this license application will be an amount of R12 000.00 for an off-site liquor license application preparation or R18 000.00 for an on-site liquor license application preparation, which amount includes all disbursements made in respect of the application including advertisements and lodgment fees etc.

This fee is payable upon signature of the application as follows:

1. NEW APPLICATION LIQUOR LICENSE ON-SITE CONSULTATION (TRAVEL & ACCOMODATION) 3 DAYS ON-SITE: R 6 000, 00
2. NEW APPLICATION LIQUOR LICENSE OFF-SITE CONSULTATION (ELECTRONIC APPLICATION PREPARATION.) EMAIL: R 6 000, 00
3. LAST PAYMENT 3 Days PRIOR to Handover / eMail / FAX / Courier Application and Affidavit at SAPS for YOUR Submission at the Liquor Board. R 6 000, 00

A deposit of R 6 000. 00 of the cost will be payable upon receipt of instructions and our consulting business banking details are as follows:

Account Name: Liquor Trade SA Pty Ltd  
Standard Bank  
Branch: 047027  
Account number: 042762162

The liquor license activation fee which will be payable at the time of the final issuing of the final license certificate is excluded in this amount and this amount must be paid directly into the banking account of the Liquor Board upon the date of issue of the liquor license subsequent to approval thereof.

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**LIQUOR TRADE SA (Pty) Ltd, Reg Nr: 2017/018456/07**

**INSTRUCTIONS TO LODGE APPLICATION:**

**PLEASE COMPLETE THE FOLLOWING:**

1. **Full name of applicant / close corporation/company/trust** – this aspect is determined by the “natural person/legal persona” who holds the **right to occupy the premises** by means of a signed valid Lease Agreement and/or Title Deed holder of the property concerned;

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2. Age (If applicable):

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3. Identity Number / Registration Number:

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4. Residential address / Registered address:

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5. Business address:

Shop Number:

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Building Name:

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Street Name and Number:

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Erf Number and Township name:

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6. Postal address:

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7. Business and cell phone number:

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8. eMail address:

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9. Fax Number:

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10 In the case of an application for **on-consumption** (e.g. restaurant application), state in which portion(s) of the premises the sale of liquor is to take place:

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11 (a) Is application made in respect of premises which –

(i) have not been erected? YES/NO

(ii) are already erected, but require additions or alterations to make them suitable for the purpose of the proposed business? YES/NO

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(iii) are already erected, and in the applicant's opinion, do not require additions or alterations in order to make them suitable for such purposes?

YES/NO

(b) If paragraph 11(b) above applies state:

(i) the date on which such erection, additions or alterations will be commenced with; and

\_\_\_\_\_

(ii) the period, which will be required for the erection, additions or alterations:

\_\_\_\_\_

12. Proposed trading name of business:

\_\_\_\_\_

13. State if applicant holds any other liquor licenses at present:

If **yes** furnish the following information:

Name of Licensed premises:

\_\_\_\_\_

Address of licensed premises:

\_\_\_\_\_

\_\_\_\_\_

Liquor Board's Reference Number:

\_\_\_\_\_

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14. Names of **educational institutions** located within a 500-meter radius from the proposed premises:

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15. Names of **churches or any other place of worship** within a 500-meter radius from the proposed premises:

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16. Names and distances to **similarly licensed premises** within a 500-meter radius from the proposed premises:

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**Only fully completed applications can be accepted and your instructions should be accompanied by proof of payment of deposit as indicated herein. We thank you for your valued instructions and look forward to being of service to you.**

\_\_\_\_\_  
**Applicant's Signature:**

\_\_\_\_\_  
**Date:**

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