

NEW APPLICATION FORMS
WITH APPLICATION
PROCEDURES

!

SUMMARY OF THE APPLICATION PROCEDURE ITO SEC 35

1. Advertise your intention to apply for any of the licences categories under section 33 in the provincial gazette and in the local newspaper circulating in your area using Form 2 (Annexure 2 of the Regulations)
2. Complete form 1 (Annexure 1 of the regulations), attach to it the, proof of your local newspaper advert, provincial gazette advert and municipality comment form which is form 3 (annexure 3 of the Regulations)
3. Pay an application fee in accordance with Annexure 4 of the Regulations
4. Lodge the completed form with its attachment with the Municipality of your area.
5. After 30 days of publication of the application in the provincial gazette and local newspaper, collect the application from the Municipality with all attachments including public and municipality comments
6. Submit the application to the Mpumalanga Liquor Authority.(MLA)
7. Expect a response from the MLA within maximum period of 60 days from the date of receipt of application by MLA

THE ROLE OF THE MUNICIPALITIES

The involvement of the Local Municipalities in the application process is in line with the provisions of Schedule 5 Part A & B of the Constitution Act 1996 (Act 108 of 1996) upon receipt of the application the Municipality concerned is expected to:

- comment or respond on the questions raised with the Municipality on the prescribed form on annexure 3 of the Regulations,
- stamp all public comments received (relating to the application)

The following documents should be attached to the application when lodged with the Local Municipality:

1. certified copy of applicant's ID / Company Registration Certificate
2. copy of advert from local newspaper
3. copy of advert from provincial gazette
4. sketch plan of the premises to be licenced
5. proof of payment of application fee

ANNEXURE 1

[Form 1]

APPLICATION FORM

APPLICATION FOR A LIQUOR LICENCE IN TERMS OF SECTION 35 OF THE MPUMALANGA LIQUOR LICENCING ACT, 2006

A. PERSONAL DETAILS

I _____,

ID Number:

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

an adult male / female* residing at address: _____, being an address in the Republic of South Africa, hereby apply for a liquor licence, to trade under the name _____, I make this application for myself / *on behalf of the juristic person: _____ of which I have been duly appointed as the business manager as contemplated in section 45 of the Act. *Delete whichever is not applicable

B. LICENCE TYPE

(Mark one appropriate box with an "X")

- (a) the retail sale of liquor for consumption on the premises where the liquor is sold;
- (b) the retail sale of liquor for consumption off the premises where the liquor is sold;
- (c) the retail sale of liquor for consumption on and off the premises where the liquor is sold;
- (d) the retail sale of liquor in terms of a special liquor licence for consumption on and off the premises where the liquor is sold;
- (e) the retail sale of liquor in terms of a special liquor licence in respect of a specified event;
- (f) the micro-manufacture and the retail sale of such micro-manufactured liquor for consumption on and off the premises where such liquor is sold; and
- (g) the micro-manufacture and retail sale of traditional African beer for consumption on and off the premises where such traditional African beer is sold.

C. BUSINESS PREMISES

Physical address: _____, situated within the _____ Municipality, being an address in the Republic of South Africa and within the borders of Mpumalanga Province. Postal address: _____
 Telephone Number _____ Cellphone Number _____

D. DECLARATION

I declare that I –

- (a) am not a minor;
- (b) am not an unrehabilitated insolvent;
- (c) am not the subject of a court order declaring me a person of unsound mind / mentally disordered or mentally defective;
- (d) have not been convicted of contravening the Liquor Licensing Act for the past three years;

- (e) have not been convicted of an offence the elements of which are inconsistent with the object of this Act for the past three years; and
- (f) have, to the extent that this application is made on behalf of a juristic person, ensured that such juristic person is not disqualified from being licenced due to the provisions of section 34(2) of the Act.

E. APPLICATION FEE

It is hereby confirmed that

The non-refundable application fee of R _____ is included herewith in the form of _____
(indicate whether cheque / cash / etc.)

Signature _____

Signed at _____ on the _____ day of _____ 20____.

Supporting documents to be attached:

- Comments by the Municipality including applicable terms and conditions, if any.*
- Sketch plan of the premises to be licenced.*
- Copy of advertised invitation for comments.*
- Comments received.*
- Certified copy of applicant's ID.*
- Proof of exemption from or payment of reduced application fees.*

ANNEXURE 2

[Form 2]

INVITATION FOR PUBLIC COMMENTS IN APPLYING FOR A LIQUOR LICENCE IN TERMS OF SECTION 35(2)(a) OF THE MPUMALANGA LIQUOR LICENCING ACT, 2006

A. PERSONAL DETAILS

I _____

ID Number:

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

an adult male / female* hereby invite written public comments concerning my application for a liquor licence to the Mpumalanga Liquor Authority to trade under the name _____, I make this application for myself / *on behalf of the juristic person: _____ of which I have been duly appointed as the business manager as contemplated in section 45 of the Act. *Delete whichever is not applicable

B. LICENCE TYPE

(Mark one appropriate box with an "X")

- (a) the retail sale of liquor for consumption on the premises where the liquor is sold;
- (b) the retail sale of liquor for consumption off the premises where the liquor is sold;
- (c) the retail sale of liquor for consumption on and off the premises where the liquor is sold;
- (d) the retail sale of liquor in terms of a special liquor licence for consumption on and off the premises where the liquor is sold;
- (e) the retail sale of liquor in terms of a special liquor licence in respect of a specified event;
- (f) the micro-manufacture and the retail sale of such micro-manufactured liquor for consumption on and off the premises where such liquor is sold; and
- (g) the micro-manufacture and retail sale of traditional African beer for consumption on and off the premises where such traditional African beer is sold.

C. BUSINESS PREMISES

Physical address: _____, being an address in the Republic of South Africa and situated within the boundaries of Mpumalanga Province. Postal address: _____

Telephone Number _____ Cellphone Number _____

D. ADDRESSES TO WHICH COMMENTS MUST BE SUBMITTED

Comments should be made in writing and be addressed to the municipality concerned and a copy to the applicant, to reach the said addresses within thirty (30) days of this publication.

Municipality's address:

Applicant's address:

ANNEXURE 3

[Form 3]

**MUNICIPALITY COMMENT FORM IN TERMS OF SECTION 35(2)(b)
OF THE MPUMALANGA LIQUOR LICENCING ACT, 2006**

A. COMMENTS OF THE MUNICIPALITY

Name of the Municipality: _____

The Municipality has considered the details of the duly lodged application of Mr. / Ms. _____, being the applicant as detailed below in paragraphs B, C and D and comments as follows:

- Y** **N** the proposed liquor business is within the jurisdiction of the municipality;
- Y** **N** the proposed business premises is suitable for the licence type applied for;
- Y** **N** the proposed business premises is in close proximity to a public road;
- Y** **N** the proposed business premises is in close proximity to a business / undertaking which may have conflicting interests with a liquor business;
- Y** **N** the proposed business premises is situated in close proximity to a learning institution;
- Y** **N** the proposed business premises is situated in close proximity to a religious institution;
- Y** **N** the proposed business premises is in the Public interest;
- Y** **N** the proposed business premises is currently under construction.
- Y** **N** The Municipality supports the application

Reasons for supporting / not supporting the application: (Delete whichever is not applicable)

Recommended business hours, if application is supported.

Business hours on Sunday : From _____ to _____;

Business hours on Monday : From _____ to _____;

Business hours on Tuesday : From _____ to _____;

Business hours on Wednesday : From _____ to _____;

Business hours on Thursday : From _____ to _____;

Business hours on Friday : From _____ to _____;

Business hours on Saturday : From _____ to _____;

Business hours on public holidays : From _____ to _____.

Reasons for the recommended business hours: _____

B. PERSONAL PARTICULARS OF APPLICANT

Mr. / Ms. _____,

ID Number:

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

an adult male / female* who applied for a liquor licence, to trade under the name _____, on behalf of myself / *on behalf of a juristic person, being: _____ of which I have been duly appointed as the business manager as contemplated in section 45 of the Act. *Delete whichever is not applicable

C. LICENCE TYPE APPLIED FOR

Category of licence applied for is: _____

D. BUSINESS PREMISES

Physical address: _____, being an address in the Republic of South Africa and situated within the boundaries of Mpumalanga Province. Postal address: _____

Signature: _____

Signed at _____ on the _____ day of _____ 20 _____

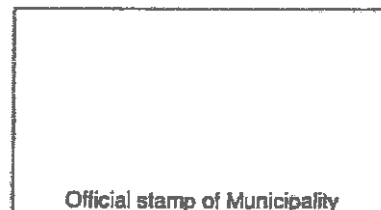
Authorized to sign for or on behalf of the Municipality:

Initials and Surname: _____

Resolution number, if applicable: _____

Signature: _____ date: _____

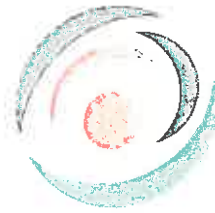
Capacity: _____



ANNEXURE 4

**PRESCRIBED FEES IN TERMS OF SECTION 35
OF THE MPUMALANGA LIQUOR LICENCING ACT, 2006**

Licence type		Fees			
		Application	New Licence	Renewal	Transfer
a	The retail sale of liquor for consumption on the premises where the liquor is sold.	R700,00	R1500,00	R1000,00	R1000,00
b	The retail sale of liquor for consumption off the premises where the liquor is sold.	R1000,00	R2000,00	R1500,00	R1000,00
c	The retail sale of liquor for consumption on and off the premises where the liquor is sold.	R2000,00	R3000,00	R4000,00	R1000,00
d	The retail sale of liquor in terms of a special liquor licence for consumption on and off the premises where the liquor is sold.	R2000,00	R3000,00	R5000,00	R1000,00
e	The retail sale of liquor in terms of a special liquor licence in respect of a specified event.	R1000,00	R2000,00	R1500,00	-
f	The micro-manufacture and the retail sale of such micro-manufactured liquor for consumption on and off the premises where such liquor is sold.	R2000,00	R5000,00	R3000,00	R1000,00
g	The micro-manufacture and retail sale of traditional African beer for consumption on and off the premises where such traditional African beer is sold.	R700,00	R2000,00	R1000,00	R700,00



MLA
MPUMALANGA LIQUOR AUTHORITY

Mpumalanga Liquor Authority
14 Bateleur Building, Nel Street
Mbombela, 1200, Mpumalanga Province

Private Bag X 11215, Mbombela, 1200
Tel: 013 752 3761 Fax: 013 752 3729
Int: +27 (13) 752 3761 Int Fax: +27 (13) 752 3729

NOTICE TO ALL LIQUOR TRADERS IN THE MPUMALANGA PROVINCE

Please take note that the South African Revenue Services (SARS) is no longer accepting payments in respect of liquor licenses.

Payments for liquor licenses can be made at any STANDARD BANK using the following details:

Bank	Standard Bank of South Africa
Account Name	Mpumalanga Liquor Authority
Account Number	032 615 132
Branch Code	052 852
Branch	Nelspruit

NB: Only Cash / bank guaranteed cheque or electronic transfer (EFT) is accepted

REFERENCES

1. For **new license applications**, the reference must contain a prefix (01), trading name and physical address : Example: 01 ABC Tavern, 23 Madiba Street, Nelspruit.
2. For **license registration**, the reference must contain a prefix (02) and the licence number. Example: 02 MPU/012345.
3. For an **application for annual renewal** of liquor license the prefix is (03) and the license number. Example : 03 MPU/012345

Proof of payment / bank deposit slips for both the current year and the previous year must be attached to the application form for renewal (Form 5) and be faxed to the Mpumalanga Liquor Authority. The fax number is 013 752 3729

DEPOSIT SLIPS WITHOUT PROOF OF PAYMENT FOR THE PREVIOUS YEAR WILL NOT BE RECOGNIZED.

4. For an application for a transfer in terms of Section 43 of the Mpumalanga Liquor Licensing Act, 5 of 2006 the prefix is (04) followed by the license number. Example: 04 MPU 012345

For more information please contact the Mpumalanga Liquor Authority at the following numbers: 013 752 5684/ 013 753 3611/ 013 752 3761/ 3774.

A Public Entity of the Department of



Mr J.S. Mahane (Board Chairperson), Ms T.E. Mawelele (Deputy Chair), Ms M.C.N. Septhit, Mr V.R.S.N. Nkosi, Dr P.P. Lombard, Mr B.R. Makomo
Mr N.S. Lubisi (Acting CEO), Ms N.P. Molobela (Company Secretary)


IMPORTANT*Information***from Government Printing Works**

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

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1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
 2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
 3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
 4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
 5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
 6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
 7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
 8. All re-submissions by customers will be subject to the above cut-off times.
 9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
 10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from Monday, 18 May 2015 should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number 012- 748 6030 will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



eGazette





DO use the new Adobe Forms for your notice request.

These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

DO attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment)

DO specify your requested publication date.

DO send us the electronic Adobe form. (There is no need to print and scan it).

DON'T submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

DON'T print and scan the electronic Adobe form.

DON'T send queries or RFO's to the submit.egazette mailbox.

DON'T send bad quality documents to GPW. (Check that documents are clear and can be read)

Form Completion Rules



No.	Rule Description	
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> o 0123679089 o (012) 3679089 o (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/Example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software <ul style="list-style-type: none"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.
	e.g. 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.	



You can find the new electronic Adobe Forms on the website www.gpwonline.co.za under the E-Gazette Services page.

Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.



eGazette



DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

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