

MONATE LIQUOR CONSULTANTS

TIME FRAME AND DOCUMENTS REQUIRED

TIME FRAME

- Submission only on first Friday of every month
- Gazette notification done \pm two weeks prior to submission date
- Publication of Gazette Wednesday prior to submission on Friday
- Advertisements in newspapers (The Citizen and The Star) within 1 week of submission
- 21 Working Days after submission Inspection at premises from Liquor Board
- Inspection report attached to application, application placed on LOCAL COMMITTEE REGIONAL office agenda (1- 2 months after submission)
- Local Committee send application to JHB Liquor Board to be placed on their agenda
- After license has been approved the Liquor Board will request the activation fee payment (NOT INCL IN MY FEE- It is half of the amount of the license fee)
- After payment for the activation of license has been received by the Liquor Board, the license will be printed and signed by chairperson
- License will be issued \pm Two to Three weeks after payment received

NOTE: Normally the time frame for issuing of license is **5 to 8 months after submission** but it can take longer if there are backlogs at the local committee / liquor board or inspection done late. Average time is about 6 months.

DOCUMENTS REQUIRED

- Finger prints and receipt for finger prints (Police Clearance Certificate)
- ID Copy Certified
- Lease agreement or Title Deed
- Tax Clearance Certificate
- Plan of premises
- Zoning information (stand, erf nr and full address of premises – must have Business Rights.)
- Menu (if on consumption)
- CV of applicant
- Back ground information about business
- **IF APPLICANT IS A COMPANY**
- All directors finger prints and ID copies certified
- Tax Clearance Certificate of company
- Company documents
- Resolution letter if more than 1 director
- If lease is in personal name – Consent letter

PLEASE ENSURE ALL DOCUMENTS ARE CORRECT, NO REFUNDS ON DEPOSIT PAID.