

The Application Procedure for Liquor Registration			
Legislative Ref	Process Identification	Responsible	Process Description
SECTION 31- Application for new registration			
Reg.72 Schedule 2	Registration fee payment	Applicant	The applicant begins the liquor application process by paying the required fee (dependant on type of registration) at standard bank. The receipt attached to the application.
Sect.31(1)	Publication	Applicant	The applicant publishes in Gov Gazetted his intention to apply.
Sec.31(1)	Lodgement liquor registration application	Applicant	The applicant will complete in the application forms and attach all the required documents including the proof of payment from standard bank and lodge first Friday of the month, and outstanding information should be submitted within 30 days.
Sect.31(1)	Receive application and check if it is complete	The authority/ Regional office	The Regional office receives the application form-FSLA 1. original and 2 copies lodged at the regional office in the area where registration is sought.
Sect 33(1)	Objection	Objector	Any person may lodge objection within 21 days from date of publication of notice in Government Gazette.
Sec 34	Route objection	The Authority	The authority must forward the objection to the applicant.
Sec 34	Reply to objection	Applicant	Applicant must within 14 days after receipt from authority reply to authority and copy the objector.
Sec 35	Hearing of objections	The Authority	The authority may convene a hearing to consider the objections.
Reg.3 (2)	Route to Authority	Regional Office	The regional office keeps copy (1) and submit original and second (2) copy to the head office within 7 days.
Reg .7(2)	Route DPO report	Regional Office	The Authority receives the DPO report and must route it to the inspectorate within 7 working days.
Reg.8(1)	Route reports	The Authority	The Authority must forward the reports (3) to the applicant for comment.
Reg.8(2)	Response to reports	Applicant	The applicant must comment on the reports within 14 days.
Sec.28(1)	Further information	The Authority	The head office may request relevant information.
Reg.9	Production of further information	Applicant	The Applicant must submit this information within 14 days from receiving the request.
Sec.28(1)(a)	Refusal	The Authority	The Authority may refuse application if information (sec 28) is not produced.
Sec.28(2)-(4)	Further criteria	The Authority	If application complies with the Act, then the authority must consider further criteria set out in section 28(2)-(4).

Sec.28(5)(a)	Registration	The Authority	The Authority may register the applicant.
Sec.30(1)(a)	Issuing of certificate	The Authority	The Authority must issue a prescribed certificate of registration to the applicant- FSLA3
Sec.30(30)(a) & Reg 73(a)	Activation	Applicant	The applicant must activate the registration by paying the prescribed fee within 60 days from issuing, Fee prescribed in schedule 3-part A
Sec.30(1)(b) & Sec. 45	Maintaining provincial Register	The Authority	The Authority must enter registration into the register. Must also be published on a website. [New registrations, Alterations, Transfers & Cancellations].
Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse the applicant.
Sec.28 (6)	Reasons for refusal	The Authority	The authority must give written reasons for refusal.

SECTION 37- Application for variation of conditions			
Reg.72 Schedule 2	Payment of prescribed fees	Applicant	The applicant begins the application process by paying the prescribed fees at standard bank. The recipe attached to the application.
Sec .37	Lodgement of application	Applicant	The applicant will complete the application forms (FSLA6) and attach all the required documents including the proof of payment from standard bank and lodge the application.
Sec.37	Receive application and check if it is complete	The authority /Regional office	The regional office receives the application forms and attachments (the regional office in the area where registration is sought).
Reg.18(3)	Inspection request	The Authority	The authority may within 7 days request a report (31)(1) from the inspectorate.
Reg.18(3)	Inspection request	The Authority	The authority may within 7 days request a report (32)(1) from the SAP(DPO)
Reg.18(1)	Inspection request	The Authority	The authority may request comments from the municipality.
Reg.19(2)	Route DPO report	The Authority	The authority receives the DPO report and must route it to the inspectorate within 7 working days.
Reg.19(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the necessary inspection. Inspection report must be filled within 10 working days after request.
Reg.19(1)	Inspection	SAP-DPO	The DPO will receive the application and conduct the necessary inspection. inspection report must be filled within 10 working days.
Reg.18(1) & (12)	Comments	Municipality	The municipality will receive the applications and provide comments. Comments must be filled with the authority within 14 days from the date of request.
Reg.20(1)	Route reports	The Authority	The Authority must forward the reports (2) & municipality comments to the applicant for comments.
Reg.20(2)	Response to reports	Applicant	The applicant must comment on the reports within 14 working days.
Sec.37(3)	Consideration	The Authority	The authority must consider the notice within 30 days receiving the notice and advice the registrant.
Sec.37(3)(b)	Accepts proposed changes	The Authority	The authority accepts the proposed changes.
Reg.21	Issuing of certificate	The Authority	The authority must issue a prescribed written approval in the form of FSLA7.

Sec.37(3)(a)	Consideration	The Authority	The authority must consider the notice within 30 days after receiving the notice and advise the registrant they will consider the proposed changes.
Sec.28(1)	Further information	The Authority	The head office may request further relevant information as it relates to proposed changes.
Reg.9	Production of further information	Applicant	The applicant must submit this information within 14 days from receiving the request.
Sec.28 (1)(a)	Refusal	The Authority	The authority may refuse application (proposed changes) if information (sec 28) is not produced.
Sec.28 (2)-(4)	Further criteria	The Authority	If application complies with the Act, then the authority must consider further criteria set out in section 28(2)-(4)
Sec.28 (5)(a)	Accepts proposed changes	The Authority	The Authority accepts the proposed changes.
Reg.21	Issuing of certificate	The Authority	The Authority must issue a prescribed written approval in the form of FSLA7.
Sec.37 (4)(b)	Alternative/New conditions	The Authority	The Authority may determine new or alternative conditions.
Reg.21	Issuing of certificate	The Authority	The Authority must issue a prescribed written approval in the form of FSLA.
Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse the proposed changes
Sec.28(6)	Reasons for refusal	The Authority	The Authority must give written reasons for refusal of the proposed changes.
SECTION 38 – Application for alteration or extension of existing premises.			
Reg.72, Schedule 2	Payment of prescribed fees	Applicant	The applicant begins the application process by paying the prescribed a Standard Bank. The receipt attached to the application.
Sec.38	Lodgement of Application	Applicant	The applicant will complete in the applicant form (FSLA 8) and attach all the required documents including the proof of payment from Standard Bank and lodge the application.
Reg.22	Receive application and check if it is complete	The Authority / Regional Office	The Regional Office receives the application forms and attachments (the regional office in the area where registration is sought)
Reg.24(3)	Inspection Request	The Authority	The Authority may within 7 days request a report (32)(1) from the inspectorate.
Reg.24(3)	Inspection Request	The Authority	The Authority may within 7 days request a report (32) (2) from the SAP (DPO)

Reg.24 (1)	Inspection Request	The Authority	The Authority may request comments from the Municipality.
Reg.25(2)	Inspection Request	The Authority	The Authority receives the DPO report and must route it to the inspectorate within 7 working days.
Reg.25(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.25(1)	Inspection	SAP- DPO	The DPO will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.24(1) & (2)	Comments	Municipality	The Municipality will receive the applications and provide comments. Comments must be filed with the authority 14 days from date of request.
Reg.26(1)	Route reports	The Authority	The Authority must forward the reports (2) & municipality comments to the applicant for comment.
Reg.26(2)	Response to reports	Applicant	The applicant must comment on the reports within 14 days.
Reg.24(1)	Consideration	The Authority	The Authority must consider the application.
Reg.27	Issuing of certificate	The Authority	If the application is granted The Authority must issue a prescribed written approval in the form of FSLA9.
Sec.28(5)(b)	Refusal	The Authority	The Authority may refuse the application.
Sec.28 (6)	Reasons for refusal	The Authority	The Authority must give written reasons for refusal of the proposed alterations.
SECTION 39- Application for transfer of a registration.			
Reg.72, Schedule 2	Payment of the prescribed fess	Applicant	The applicant begins the application process by paying the prescribed at Standard Bank. The receipt attached to the application.
Sec.39	Lodgement of application	Applicant	The applicant will complete in the applications form (FSLA10) and attach all the required documents including the proof of payment from Standard Bank and lodge the application.
Reg.28	Receive the application and check if it is complete	The Authority/ Regional Office	The Regional office receives the application form and attachments (the regional office in the area where registration is sought)
Reg.30(3)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(1)) from the inspectorate.

Reg.30(3)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(2)) from the SAP (DPO).
Reg.31(1)	Inspection Request	The Authority	The Authority may request comments from the Municipality.
Reg.31(2)	Route DPO report	The Authority	The Authority receives the DPO report and must route it to the inspectorate within 7 working days.
Reg.31(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.31(1)	Inspection	SAP-DPO	The DPO will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.30(1) & (2)	Comments	Municipality	The Municipality will receive the applications and provide comments. Comments must be filed with the authority 14 days from date of request.
Reg.32(1)	Route Reports	The Authority	The Authority must forward the reports (2) & municipality comments to the applicant for comment.
Reg.32(2)	Response to reports	Applicant	The applicant must comment on the reports within 14 days.
Sec.28(1)	Further information	The Authority	The head office may request further relevant information as it relates to proposed changes.
Reg.9	Production of Further information	Applicant	The applicant must submit this information within 14 days from receiving the request.
Sec.28(1)(a)	Refusal	The Authority	The Authority may refuse the application (Transfer) if information (sec 28) is not produced.
Sec.28(2)-(4)	Further criteria	The Authority	If application complies with the Act, then the authority must consider further criteria set out in section 28(2)-(4)
Reg.30	Consideration	The Authority	The Authority must consider the application.
Sec.28(5)(a)	Accepts proposed changes	The Authority	The Authority accepts the proposed changes.
Reg.33	Issuing of certificate	The Authority	If the application is granted The Authority must issue a prescribed written approval in the form of FSLA11.
Reg.74	Activation	Applicant	The applicant must activate the registration by paying the prescribed fee within 60 days from issuing, Fee prescribed in schedule 3.

Sec.45	Maintaining provincial register	The Authority	The Authority must enter Transfer into the register. Must also be published on a website.
Sect.28(5)(b)	Refusal	The Authority	The Authority may refuse the transfer.
Sec.28(6)	Reason for refusal	The Authority	The Authority must give written reasons for refusal of the transfer.
SECTION 39(3)- Notification to obtain control over a registrant			
Reg.72, Schedule	Payment of prescribed fees	Applicant	The applicant begins the application process by paying the prescribed at Standard Bank. The receipt attached to the application.
Sec.39(3)	Notification	Registrant	The Registrant will notify the authority by completing and submitting the forms (FSGLA 12) attachments.
Sec.39(3)	Receive notification	The Authority	The authority receives the notification and attachments.
Reg. 36	Consideration	The Authority	The authority must consider the notification and if necessary, take steps into the Act or other legislation.
SECTION 40 (3)-Application for appointment of person to conduct (interim)registered activities (pending app of administrator)			
Reg. 72, Schedule 2	Payment of the prescribed fees	Applicant	The applicant begins the application process by paying the prescribed at Standard Bank. The receipt attached to the application.
Sec.40 (3)	Lodgement of application	Applicant	The applicant will complete in the applicant form (FSLA 13) and attach all the required documents including the proof of payment from Standard Bank and lodge the application.
Reg.37	Receive the application and check if it is complete	The Authority/ Regional Office	The Regional office receives the application form and attachments (the regional office in the area where registration is sought)
Reg.39(3)	Inspection Request	The Authority	The authority may within 7 days request a report (32(1) from the inspectorate
Reg.39(3)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(2) from the SAP (DPO)
Reg.39(1)	Request for comments	The authority	The Authority may request comments from the Municipality.
Reg.40(2)	Route DPO report	The authority	The Authority receives the DPO report and must route it to the inspectorate within 7 working days.

Reg.40(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.40(1)	Inspection	SAP-DPO	The DPO will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.39(1) & (2)	Comments	Municipality	The Municipality will receive the applications and provide comments. Comments must be filed with the authority 14 days from date of request.
Reg.41(1)	Route Reports	The authority	The Authority must forward the reports (2) & municipality comments to the applicant for comment.
Reg.41(2)	Response to reports		The applicant must comment on the reports within 14 days.
Reg.39(1)	Consideration		The Authority must consider the application.
Reg.42	Issuing of certificate	The Authority	If the application is granted the Authority must issue a prescribed written approval in the form of FSLA14.
SECTION 41- Application for temporary removal (one premises to another)			
Reg.72, Schedule 2	Registration fee payment	Applicant	The applicant begins the liquor application process by paying the required fee (dependent on type of registration) at Standard Bank. The receipt attached to the application.
Reg.43(2)	Publication	Applicant	The applicant must publish the intention to apply in the provincial Gazette and at least 1 newspaper in the relevant area- FSGLA 15 his intention to apply.
Reg.43(1)	Lodgement of application	Applicant	The applicant will complete in the applicant form -(FSLA 16) and attach all the required documents including the proof of payment from Standard Bank and lodge first Friday of the month.
Reg.43(1)	Receive the application and check if it is complete	The Authority/ Regional Office	The Regional office receives the application forms. Original 2 copies lodged at the regional office in the area where registration is sought.
Sec.33(1)	Objection	Objector	Any person may lodge objection within 21 days from date of publication of notice in Government Gazette.
Sec 34	Route objection	The Authority	The authority must forward the objection to the applicant.

Sec 34	Reply objection	Applicant	Applicant must within 14 days after receipt from authority reply to authority and copy the objection.
Sec 35	Hearing of objections	The Authority	The Authority may convene a hearing to consider the objections.
Reg3.2	Route to Authority	The Authority/Regional Office	The regional office keeps copy one (1) and submit original and second (2) copy to the head office within 7 days.
Sec.31(3)(a)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(1) from the inspectorate.
Sec 31(3)(b)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(2) from the SAP (DPO)
Sec 31(3)(c)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(3) from the municipality.
Reg.46(2)	Route DPO report	The Authority	The Authority receives the DPO report and must route it to the inspectorate within 7 working days.
Reg.46(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg. 46(1)	Inspection	SAP-DPO	The DPO will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.45(2)	Inspection	Municipality	The Municipality will receive the applications and conduct necessary inspection. Inspection report must be filed with the authority 14 days after request.
Reg.47(1)	Route reports	The Authority	The authority must forward the reports (3) to the applicant for the comment.
Reg.47(2)	Response to reports	Applicant	The applicant must comment on the reports within 14 days.
Sec.28(1)	Further information	The Authority	The Head office may request further relevant information.
SECTION 42- Application registration prior to lapsing- Types section 42(2)(f)			
Reg.72, Schedule 2	Registration fee payment	Applicant	The applicant begins the liquor application process by paying the required fee. The receipt attached to the application.
Sec.31(1)	Publication	Applicant	The applicant must publish the intention to apply in the provincial Gazette and at least 1 newspaper in the relevant area- FSGLA 2

Sec.31(1)	Lodgement liquor registration	Applicant	The applicant will complete in the application form and attach all the required documents including the proof of payment from Standard Bank and lodge first Friday of the month.
Sec.31(1)	Receive application and check if it is complete	The Authority/ Regional Office	The Regional office receives the application forms FSLA 1. Original and 2 copies lodged at the regional office in the area where registration is sought.
Sec.33(1)	Objection	Objector	Any person may lodge objection within 21 days from date of publication of notice in Government Gazette.
Sec 34	Route objection	The Authority	The authority must forward the objection to the applicant.
Sec 34	Reply to objection	Applicant	Applicant must within 14 days after receipt from authority reply to authority and copy the objection.
Sec 35	Hearing of objections	The Authority	The Authority may convene a hearing to consider the objections.
Reg.3(2)	Route to Authority	The Authority/ Regional Office	The regional office keeps copy one (1) and submit original and second (2) copy to the head office within 7 days.
Sec.31(3)(a)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(1) from the inspectorate.
Sec 31(3)(b)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(2) from the SAP (DPO)
Sec 31(2)(c)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(3) from the municipality.
Reg.7(2)	Route DPO report	The Authority	The Authority receives the DPO report and must route it to the inspectorate within 7 working days.
Reg.7(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.7(1)	Inspection	SAP-DPO	The DPO will receive the applications and conduct the necessary inspection. Inspection report must be filed within 10 working days after request.
Reg.3(4)	Inspection	Municipality	The Municipality will receive the applications and conduct necessary inspection. Inspection report must be filed within 30 working days after request.
Reg.8(1)	Route reports	The Authority	The authority must forward the reports (3) to the applicant for the comment.

Reg.8(2)	Response to reports	Applicant	The applicant must comment on the reports within 14 days.
Sec.28(1)	Further information	The Authority	The Head office may request further relevant information.
Reg.51(3)	Route reports	The Authority	If negative, then the comments must be referred to the applicant for response.
Reg.51(3)	Response to reports	Applicant	The applicant must comment on the reports within 14 days.
Reg.24(1)	Consideration	The Authority	The Authority must consider the application.
Reg.52	Issuing of certificate	The Authority	If the application is granted the Authority must issue a written registration in the form of FSLA19. (The provisions of the national liquor Act will apply mutatis mutandis)
Reg.73	Activation	Applicant	The applicant must activate the registration by paying the prescribed fee within 60 days from issuing. Fee prescribed in schedule 3, Part A
Sec.28(5)(b)	Refusal	The Authority	The Authority may refuse the application.
Sec.28(6)	Reasons for refusal	The Authority	The authority must give written reasons for refusal of the proposed alteration.
SECTION 42- Application registration prior to lapsing-Type section 142(3)			
Reg.72, Schedule 2	Registration fee payment	Applicant	The applicant begins the application process by paying the required fee at standard bank. The receipt attached to the application.
Sec.31(1)	Publication	Applicant	The applicant must publish the intention to apply in the provincial Gazette and at least 1 newspaper in the relevant area- FSGLA 2
Sec.31(1)	Lodgement liquor registration application	Applicant	The applicant will complete in the applicant forms and attach all the required documents including the proof of payment from Standard Bank and lodge first Friday of the month.
Sec.31(1)	Receive application and check if it is complete	The Authority/Regional Office	The Regional office receives the application forms FSLA 1. Original and 2 copies lodged at the regional office in the area where registration is sought.
Sec.33(1)	Objection	Objector	Any person may lodge objection within 21 days from date of publication of notice in Government Gazette.
Sec 34	Route objection	The Authority	The authority must forward the objection to the applicant.
Sec 34	Reply to objection	Applicant	Applicant must within 14 days after receipt from authority reply to authority and copy the objector.
Sec 35	Hearing of objection	The Authority	The Authority may convene a hearing to consider the objections.

Reg.3(2)	Route to Authority	The Authority/Regional Office	The regional office keeps copy one (1) and submit original and second (2) copy to the head office within 7 days.
Sec.31(3)(a)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(1) from the inspectorate.
Sec.31(3)(b)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(2) from the SAP (DPO)
Sec.31(3)(C)	Inspection Request	The Authority	The Authority may within 7 days request a report (32(3) from the municipality.
Reg.9	Production of further information	Applicant	The Applicant must submit this information within 14 days from receiving the request.
Sec.28(1)(a)	Refusal	The Authority	The Authority may refuse the application if information (sec 28) is not produced.
Sec.28(2)-(4)	Further criteria	The Authority	If application complies with the Act, then the authority must consider further criteria set out in section 28(2)-(4).
Sec.28(5)(a)	Registration	The Authority	The Authority may register the applicant.
Reg.48	Issuing of certificate	The Authority	If the application is granted the Authority must issue a prescribed written approval in the form of FSLA17.
Reg.74	Activation	Applicant	The applicant must activate the registration by paying the prescribed fee within 60 days from issuing. Fee prescribed in schedule 3, Part B
Sec.30(1)(b) & Sec.45	Maintaining provincial register	The Authority	The Authority must enter registration into the register. Must also be published on a website.
Sec.28(5)(b)	Refusal	The Authority	The Authority may refuse the application.
Sec.28(6)	Reasons for refusal	The Authority	The authority must give written reasons for refusal.
SECTION 27-Application to be registered as Micro-manufacturer			
Reg.72, Schedule 2	Payment of the prescribed fees	Application	The applicant begins the application process by paying the prescribed fees at Standard Bank. The receipt attached to the application.
Sec.27(2)	Lodgement of application	Application	The applicant will complete in the applicant form -(FSLA 18) and attach all the required documents including the proof of payment from Standard Bank and lodge the application.
Sec.49	Receive application and check if it is complete	The Authority/Regional Office	The Regional office receives the application forms and attachments (the regional office in the area where registration is sought).

Reg.51(1)	Comment request	The Authority	The Authority may request comments from the inspectorate.
Reg.51(1)	Comment request	The Authority	The Authority may request comments from the SAP-DPO.
Reg.51(1)	Comment request	The Authority	The Authority may request comments from the municipality.
Reg.51(2)	Comments	Inspectorate	The DPO will receive the request. DPO comments must be filed within 10 working days after request.
Reg.51(2)	Comments	SAP-DPO	The inspectorate will receive the request. Inspectorate comments must be filled within 10 working days after request.
Reg.51(2)	comments	Municipality	The Municipality will receive the request. Comments must be filed with the authority 10 days from date of request.