

Free State, South Africa

Free State Gambling and Liquor Act, 2010

## Free State Liquor Regulations, 2010

Provincial Notice 84 of 2010

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# Free State South Africa

## Free State Gambling and Liquor Act, 2010

### Free State Liquor Regulations, 2010 Provincial Notice 84 of 2010

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[Amended by [Free State Liquor Amendment Regulations, 2021 \(Provincial Notice 68 of 2021\)](#) on 1 March 2021]  
[Amended by [Free State Liquor Amendment Regulations, 2022 \(Provincial Notice 5 of 2022\)](#) on 22 April 2022]*

Mr MA Dukwana, Member of the Executive Council responsible for Economic Development, Tourism and Environmental Affairs has, by virtue of the powers vested in him by section 71 of the Free State Liquor Act, 2007, made regulations which took effect on 10 June 2010. In terms of section 142(l)(d) of the Free State Gambling and Liquor Act, 2010, any regulations issued in terms of the Free State Liquor Act, 2007, and which may be issued in terms of the Free State Gambling and Liquor Act, 2010, are deemed to have been issued in terms of the latter Act. In order to promote certainty and assist with interpretation of the regulations, the regulations previously published have been aligned with the provisions of the Free State Gambling and Liquor Act, 2010, and are hereby republished as set out in the Schedule.

## Chapter I Definitions

### 1. Definitions

In these regulations, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act, has the same meaning, and—

“**Act**” means the Free State Gambling, Liquor and Tourism Act, 2010.

*[definition of "Act" substituted by section 1 of Provincial Notice 5 of 2022]*

## Chapter II

### Application for a registration certificate in terms of section 27 read with section 31

#### 2. Lodgement

An application envisaged in section 27 read with section 31 for a registration certificate must be lodged during office hours on the first working Friday of the month, except January of each year to the designated office of the Authority.

*[regulation 2 substituted by section 2 of Provincial Notice 5 of 2022]*

#### 3. Form of application

- (1) An application for a registration certificate as contemplated in regulation 2 must be—
  - (a) lodged by submitting the original application and two copies thereof;
  - (b) in accordance with Form FSLA1 in Schedule 1;
  - (c) accompanied by relevant documents as contemplated in section 31(2) of the Act; and
  - (d) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.
- (2) The designated office must within seven (7) working days of receiving an application, submit the original and one copy thereof to the Head Office of the Authority.
- (3) For the purpose of preparation of a report in accordance with section 31, the local municipality may inspect the premises to which the application relates and do any other investigation the local municipality may deem necessary in accordance with any other law.
- (4) The local municipality must within 30 days of receiving an application, submit the report envisaged in subregulation (3) to the Authority.
- (5) The Head Office of the Authority must within seven (7) working days of receipt of the application envisaged in regulation 2 from the designated office refer it to the persons envisaged in section 31(3).
- (6) If any information stated in the application envisaged in regulation 2 changes, the Authority must notify the local municipality in writing of such changes and the effect thereof prior to consideration of the application and allow the local municipality ten (10) working days to submit comments regarding such changes.
- (7) Should the local municipality fail to submit the report envisaged in subregulation (4), the board may proceed with adjudication of the said application.

*[subregulation (7) added by section 3 of Provincial Notice 5 of 2022]*

#### 4. Notice of application

- (1) The applicant must ensure that the notice of application for registration envisaged in regulation 2 must be published in the *Provincial Gazette* and at least one newspaper normally circulated in the ward where the premises are situated on the day of submission of the application, substantially in the form of Form FSLA2 in Schedule 1.
- (2) Notice of application envisaged in subregulation (1) published in the *Provincial Gazette* and media must include the full names of the applicant, intended trading names, identity number or registration number of the applicant, erf number, full business address and location of the premises, the type of registration certification applied for, names and nature of educational

institutions, names of and distance to similar registered premises and places of worship, within 500 meter from the premises.

*[subregulation (2) substituted by section 4 of Provincial Notice 5 of 2022]*

- (3) The notice contemplated in subregulation (1) must invite interested persons to lodge an objection in terms of section 33 of the Act.

## 5. Public inspection of documents

- (1) The application envisaged in regulation 2 or any document lodged in terms of the Act or these regulations with the application must also be open to public inspection at the designated office during office hours.
- (2) A person must be allowed to obtain copies of the application upon proof of payment of the relevant fees as prescribed in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

## 6. Objections

A person may lodge an objection to the application envisaged in regulation 2 to the Authority in the following manner:

- (a) The objection must be in writing;
- (b) The objection must comply with section 33 of the Act, which means that—
  - (i) full reasons for the objection must be stated;
  - (ii) the objection must clearly indicate the full name, identity number, residential address, postal address and telephone number, if any, and where applicable, its registration number and address of its office, of the objector; and
- (c) The objection must clearly identify the application concerned.

## 7. Filing of reports by a designated police officer and liquor inspector

- (1) Not later than ten (10) working days after the Authority requested a report envisaged in section 31(3) read with regulation 69(1) regarding an application in terms of regulation 2 from the South African Police Service, the designated police officer must submit, in duplicate, his or her written report to the Authority.
- (2) The Authority must within seven (7) working days of receipt of the report of the designated police officer refer it to the liquor inspector for the report envisaged in section 31(3).
- (3) Not later than ten (10) working days after the Authority requested a report envisaged in section 31(3) read with regulation 69(2) regarding an application envisaged in regulation 2 from a liquor inspector, he or she must submit his or her written report to the Authority.

## 8. Referral of reports to applicant

- (1) The Authority must provide copies of the reports of the local municipality, designated police officer and liquor inspector envisaged to the applicant for comments.
- (2) The comments envisaged in subregulation (1) must be submitted by the applicant within 14 working days to the Authority, which must clearly identify the relevant application.

## 9. Request of further information

Where the Authority required further information from the applicant in terms of section 28(1) of the Act, the applicant must submit such further information within 14 working days from receiving the request for further information to the Authority.

## 10. Hearing of objections

Hearings contemplated in section 35 of the Act must be recorded and minutes must be kept of the proceedings.

## 11. Registration certificate

If any application for registration (excluding special events registration) is granted, a registration certificate, substantially in the form of Form FSLA3 in Schedule 1, must be issued.

### Chapter III

## Application in terms of section 54 for a special events registration certificate

## 12. Lodgement

An application for a Special Events Registration in terms of section 54 of the Act must be lodged with the designated office of the Authority 14 days before date of event.

*[regulation 12 substituted by section 5 of Provincial Notice 5 of 2022]*

## 13. Form of application

An application by an applicant referred to in section 54(1) of the Act for a special event registration must be—

- (a) lodged by submitting the original application;
- (b) in accordance with Form FSLA4 of Schedule 1;
- (c) accompanied by comprehensive written representation in support of the application;
- (d) accompanied by proof of payment of the prescribed fees; and
- (e) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

## 14. Procedure upon receipt of application

- (1) The Authority must consider the application for special events registration as envisaged in regulation 12 and may request comments from the relevant local municipality, any other municipality, designated police officer or liquor inspector when the Authority deems it necessary.
- (2) The relevant local municipality, any other municipality, designated police officer or liquor inspector must submit comments, if any, within seven (7) working days from receipt of such request.
- (3) If comments envisaged in subregulation (2) are negative, those comments must be referred to the applicant to submit his or her comments within seven (7) working days.

## 15. Procedure upon grant of application for special events

If the Authority grants approval for special events registration—

- (a) a registration certificate, substantially in the form of Form FSLA5 in Schedule 1, must be issued; and
- (b) the Authority must inform the relevant designated police officer and relevant municipality of the registration.



## **Chapter IV**

### **Application in terms of section 37 to vary conditions of registration**

#### **16. Lodgement of application**

An application to vary conditions of registration in terms of section 37 of the Act must be lodged with the designated office of the Authority.

#### **17. Form of application**

Every application contemplated in regulation 16 must—

- (a) be lodged by submitting the original application;
- (b) be in accordance with Form FSLA6 in Schedule 1;
- (c) set out clearly which conditions are applicable;
- (d) be accompanied by comprehensive written representations in support of the application;
- (e) be accompanied by proof of payment of prescribed fees; and
- (f) be accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

#### **18. Procedure upon receipt of application**

- (1) The Authority must consider the application envisaged in regulation 16 and may request comments from the relevant local municipality or other municipality when the Authority deems it necessary.
- (2) When so requested, the relevant local or other municipality must submit its comments, if any, within 14 working days from receipt of such request.
- (3) The Authority may request reports as envisaged in section 31(3)(a) and (b) of the Act from the relevant designated police officer and the liquor inspector.

#### **19. Filing of reports by designated police officer and liquor inspector**

- (1) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 18(3) read with regulation 69(1) regarding the application envisaged in regulation 16 from the South African Police Service, the designated police officer must submit, in duplicate, his or her written report to the Authority.
- (2) The Authority must within seven (7) working days of receipt of the report of the designated police officer envisaged in regulation (1) refer it to the liquor inspector for the report envisaged in regulation 18(3).
- (3) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 18(3) read with regulation 69(2) with regard to the application to vary conditions of registration from a liquor inspector, he or she must submit his or her written report to the Authority.

#### **20. Referral of reports to applicant**

- (1) The Authority must provide copies of the reports and comments of the relevant municipality, designated police officer and liquor inspector with regard to the application envisaged in regulation 16 to the applicant for comments.
- (2) The comments envisaged in subregulation (1) of the applicant must be submitted within 14 working days to the Authority, which must clearly identify the relevant application.

## **21. Procedure upon grant of application to vary conditions**

If an application to vary conditions of registration is granted, a written approval must be issued substantially in the form of Form FSLA7 in Schedule 1.

## **Chapter V**

### **Application in terms of section 38 to effect any structural alterations or an extension of registered premises**

## **22. Lodgement of application**

An application to effect any structural alteration or extension of registered premises in terms of section 38 of the Act must be lodged with the designated office of the Authority.

## **23. Form of application**

Every application contemplated in regulation 22 must be—

- (a) lodged by submitting the original application;
- (b) in accordance with Form FSLA8 in Schedule 1;
- (c) accompanied by a plan of the applicable portion of such premises on which any proposed structural alteration or extension is indicated in red, clearly showing with reference thereto—
  - (i) the dimension of each room;
  - (ii) all doors, windows and counters (where applicable) and means of internal and external communication;
  - (iii) the street and places to which such means of communication leads;
  - (iv) how the applicable portion links up with the existing premises;
- (d) accompanied by consent of the relevant municipality who approved the building plans for the proposed structural alteration, addition or reconstruction to the registered premises;
- (e) accompanied by a description of the applicable portion of the registered premises with reference to the construction, lay-out, furnishing, fixtures, fittings and floor covering, which description shall be contained in a separate document;
- (f) accompanied by comprehensive written representations in support of the application; and
- (g) accompanied by a declaration under oath or a truly affirmation at the end of the said form that the information contained therein is true.

## **24. Procedure upon receipt of application**

- (1) The Authority must consider the application to effect any structural alterations or an extension of registered premises and may request comments from the relevant local municipality or any other municipality when the Board deems it necessary.
- (2) When so requested, the relevant local or other municipality must submit its comments, if any, within 14 working days from receipt of such request.
- (3) The Authority may request reports as envisaged in section 31(3)(a) and (b) of the Act from the relevant designated police officer and liquor inspector.

**25. Filing of reports by designated police officer and liquor inspector**

- (1) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 24(3) read with regulation 69(1) regarding an application envisaged in regulation 22 from the South African Police Service, the designated police officer must submit, in duplicate, his or her written report to the Authority.
- (2) The Authority must within seven (7) working days of receipt of the report of the designated police officer envisaged in subregulation (1) refer it to the liquor inspector for the report envisaged in regulation 24(3).
- (3) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 24(3) read with regulation 69(2) regarding an application envisaged in regulation 22 from a liquor inspector, he or she must submit, in duplicate, his or her written report to the Authority.

**26. Referral of reports to applicant**

- (1) The Authority must provide copies of the reports and comments of the relevant municipality, designated police officer and liquor inspector regarding an application envisaged in regulation 22 to the applicant for comments.
- (2) The comments envisaged in subregulation (1) of the applicant must be submitted within 14 working days to the Authority, which must clearly identify the relevant application.

**27. Procedure upon grant of application**

If an application envisaged in regulation 22 is granted, a written approval must be issued substantially in the form of Form FSLA9 in Schedule 1.

**Chapter VI****Application in terms of section 39 for the transfer of registration****28. Lodgement of application**

An application for the transfer of a registration certificate in terms of section 39 of the Act must be lodged with the designated Office.

**29. Form of application**

An application for the transfer of a registration certificate must be—

- (a) lodged by submitting the original application;
- (b) completed by the applicant as prospective holder and the registrant; and
- (c) in accordance with Form FSLA10 in Schedule 1;
- (d) accompanied by comprehensive written representations in support of the application;
- (e) accompanied by proof of payment of prescribed fees; and
- (f) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

**30. Procedure upon receipt of application**

- (1) The Authority must consider the application for the transfer of registration and may request comments from the relevant local municipality or other municipality when the Authority deems it necessary.
- (2) When so requested, the relevant local or any other municipality must submit its comments, if any, within 14 working days from receipt of such request.
- (3) The Authority may request reports as envisaged in section 31(3)(a) and (b) of the Act from the relevant designated police officer and liquor inspector.

**31. Filing of reports by designated police officer and liquor inspector**

- (1) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 30(3) read with regulation 69(1) regarding an application envisaged in regulation 28 from the South African Police Service, the designated police officer must submit, in duplicate, his or her written report to the Authority.
- (2) The Authority must within seven (7) working days of receipt of the report of the designated police officer envisaged in subregulation (1) refer it to the liquor inspector for the report envisaged in regulation 30(3).
- (3) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 30(3) read with regulation 69(2) regarding an application envisaged in regulation 28 from a liquor inspector, he or she must submit his or her written report to the Authority.

**32. Referral to applicant**

- (1) The Authority must provide copies of the reports and comments of the relevant municipality, designated police officer and liquor inspector regarding an application envisaged in regulation 28 to the applicant for comments.
- (2) The comments envisaged in subregulation (1) of the applicant must be submitted within 14 working days to the Authority, which must clearly identify the relevant application.

**33. Procedure upon grant of application**

If the application envisaged in regulation 28 is granted, approval substantially in the form of Form FSLA11 in Schedule 1 must be issued.

**Chapter VII****Notification in terms of section 39(3) for obtaining control over registrant****34. Lodgement of application**

A person must inform the Authority about obtaining control over registered person as envisaged in section 39(3) of the Act.

**35. Form of application**

A notification regarding the obtaining of control over registrant must be—

- (a) completed by the registrant and the person obtaining control;
- (b) in accordance with Form FSLA12 in Schedule 1;
- (c) accompanied by proof of payment of prescribed fees; and

- (d) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

### **36. Procedure upon receipt of notification**

The Authority must consider the notification and, if necessary, take steps in terms of the Act or other legislation, which could include bringing it to the attention of the relevant authority in terms of the Competition Act, 1998 (Act No. 89 of 1998).

## **Chapter VIII**

### **Application in terms of section 40(3) for the appointment of person to conduct registered activities on an interim basis**

### **37. Lodgement of application**

An application for the appointment of a person to conduct registered activities on an interim basis as envisaged in section 40(3) of the Act must be lodged with the designated office of the Authority.

### **38. Form of application**

An application as envisaged in regulation 37 must be—

- (a) lodged by submitting the original application;
- (b) in accordance with Form FSLA13 in Schedule 1;
- (c) accompanied by comprehensive written representations in support of the application;
- (d) accompanied by proof that notice was given as envisaged in section 40(4) of the Act;
- (e) accompanied by a confirmation that an administrator has not yet been appointed;
- (f) accompanied by proof of payment of prescribed fees; and
- (g) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

### **39. Procedure upon receipt of application**

- (1) The Authority must consider the application for the appointment of person to conduct registered activities on an interim basis as envisaged in the Act and may request comments from the relevant local municipality or any other municipality when the Authority deems it necessary.
- (2) When so requested, the relevant local or other municipality must submit its comments, if any, within 14 working days from receipt of such request.
- (3) The Authority may request reports as envisaged in section 31 (a) and (b) of the Act from the relevant designated police officer and liquor inspector.

### **40. Filing of reports by designated police officer and liquor inspector**

- (1) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 39(3) read with regulation 69(1) regarding an application envisaged in regulation 37 from the South African Police Service, the designated police officer must submit, in duplicate, his or her written report to the Authority.
- (2) The Authority must within seven (7) working days of receipt of the report of the designated police officer envisaged in subregulation (1), refer it to the liquor inspector for the report envisaged in regulation 39(3).

- (3) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 39(3) read with regulation 69(2) from a liquor inspector, he or she must submit, in duplicate, his or her written report to the Authority.

#### **41. Referral to applicant**

- (1) The Authority must provide copies of the reports and comments of the local municipality, designated police officer and liquor inspector regarding an application envisaged in regulation 37 to the applicant for comments.
- (2) The comments envisaged in subregulation (1) of the applicant must be submitted within 14 working days to the Authority, which must clearly identify the relevant application.

#### **42. Procedure upon grant of application**

If the application for the appointment of a person to conduct registered activities on an interim basis is granted, approval substantially in the form of Form FSLA14 in Schedule 1 must be issued.

### **Chapter IX**

#### **Application in terms of section 41(2) for the temporary removal of registration**

#### **43. Lodgement of application**

- (1) An application for the temporary removal of a registration must be lodged with the designated office of the Authority.
- (2) The notice of application for the temporary removal of a registration must be published in the *Provincial Gazette* and at least one newspaper circulated in the ward where the premises are to be removed to on the day of submission of the application, substantially in the form of Form FSLA15 in Schedule 1.

#### **44. Form of application**

An application for the temporary removal of a registration must be—

- (a) lodged by submitting the original application;
- (b) in accordance with Form FSLA16 in Schedule 1;
- (c) accompanied by comprehensive written representations in support of the application;
- (d) accompanied by proof of payment of prescribed fees; and
- (e) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

#### **45. Procedure upon receipt of application**

- (1) The Authority must consider the application for the temporary removal of registration as envisaged in the Act and may request comments from the relevant local municipality or any other municipality when the Authority deems it necessary.
- (2) When so requested, the relevant local or other municipality must submit its comments, if any, within 14 working days from receipt of such request.
- (3) The Authority may request reports as envisaged in section 31(3)(a) and (b) of the Act from the relevant designated police officer and liquor inspector.

**46. Filing of reports by designated police officer and liquor inspector**

- (1) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 45(3) read with regulation 69(1) regarding an application envisaged in regulation 43 from the South African police Service, the designated police officer must submit, in duplicate, his or her written report to the Authority.
- (2) The Authority must within seven (7) working days of receipt of the report of the designated police officer envisaged in subregulation (1), refer it to the liquor inspector for the report envisaged in regulation 45(3).
- (3) Not later than ten (10) working days after the Authority requested a report envisaged in regulation 45(3) read with regulation 69(2) from a liquor inspector, he or she must submit, in duplicate, his or her written report to the Authority.

**47. Referral to applicant**

- (1) The Authority must provide copies of the objections received, comments and reports of the relevant municipality, designated police officer and liquor inspector regarding an application envisaged in regulation 43 to the applicant for comments.
- (2) The comments envisaged in subregulation (1) of the applicant must be submitted within 14 working days to the Authority, which must clearly identify the relevant application.

**48. Procedure upon grant of application**

If the application for the temporary removal is granted, approval substantially in the form of Form FSLA17 in Schedule 1 must be issued.

**Chapter X**  
**Application in terms of section 27(2) for registration as a**  
**micro-manufacturer or authorised dealer of methylated spirits**

*[heading Chapter X previously Chapter IX renumbered by section 8 of Provincial Notice 230 of 2010]*

**49. Lodgement**

An application for a registration as a micro-manufacturer or authorised dealer of methylated spirits in terms of section 27(2) of the Act must be lodged with the designated office of the Authority.

**50. Form of application**

An application by an applicant referred to in section 27(2) of the Act for a micro-manufacturer or authorised dealer registration of methylated spirits must be—

- (a) lodged by submitting the original application;
- (b) in accordance with Form FSLA18 of Schedule 1;
- (c) accompanied by comprehensive written representation in support of the application;
- (d) accompanied by proof of payment of the prescribed fees; and
- (e) accompanied by a declaration under oath or truly affirmation at the end of the said form that the information contained therein is true.

**51. Procedure upon receipt of application**

- (1) The Authority must consider the application as envisaged in regulation 49 and may request comments from the relevant local municipality, any other municipality, designated police officer or liquor inspector when the Authority deems it necessary.
- (2) When so requested, the relevant local municipality, any other municipality, designated police officer or liquor inspector must submit the comments, if any, within ten (10) working days from receipt of such request.
- (3) If comments envisaged in subregulation (2) are negative, those comments must be referred to the applicant to submit his or her comments within 14 working days.

**52. Procedure upon grant of application for micro-manufacturer or authorised dealer of methylated spirits**

If the Authority grants approval for registration envisaged in regulation 49, a registration certificate, substantially in the form of Form FSLA19 in Schedule 1, must be issued.

**Chapter XI****Application in terms of section 42 for registration prior to lapsing****53.**

Prior to lapsing of registration a registrant may apply for registration as envisaged in section 42 of the Act in the same manner and form applicable to registration of new premises as set out in regulations 2 to 11.

**Chapter XII****Notification in terms of section 43 of voluntary cancellation of registration****54.**

A registrant must inform the Authority about the voluntary cancellation in writing in which the following information must be submitted:

- (a) name of registrant;
- (b) certified copy of registration certificate;
- (c) reasons for cancellation;
- (d) date on which cancellation of registration will take effect.

**Chapter XIII****Notification in terms of section 44 of cancellation as consequence of liquidation; sequestration; winding-up or death****55.**

- (1) The liquidator or trustee must inform the Authority in accordance with section 44(1) of the Act in writing in which the following information must be submitted—
  - (a) name of registrant;
  - (b) certified copy of registration certificate;



- (c) proof of appointment as liquidator or trustee.
- (2) The executor must inform the Authority in accordance with section 44(2) of the Act in writing in which the following information must be submitted—
  - (a) name of registrant;
  - (b) certified copy of registration certificate;
  - (c) certified copy of death certificate.

## **Chapter XIV Notices**

### **56. Form of notice**

- (1) A notice referred to in section 115 must be substantially in the form of Form FSLA20 in Schedule 1.
- (2) The Authority may issue a notice to a person substantially in the form of Form FSLA21 contained in Schedule 1 to require such person to be present at the meeting of the Authority.

### **57. Issue of notice**

Every notice must be issued by the Authority through the liquor inspector who must forward the original and one copy thereof to a designated police officer or inspector.

### **58. Service of notice**

- (1) Every notice must be served by a police officer or inspector by delivering the original thereof to the person named therein or, if he or she cannot be found, by delivering it at his or her residence or place of employment or business to a person apparently over the age of 16 years and apparently residing or employed there.
- (2) A return by a police officer or inspector who served the notice on the copy thereof, that the service thereof has been effected in terms of subregulation (1), must, after service thereof, be forthwith forwarded to the Authority.
- (3) The notice must be served on the person mentioned therein so that he or she is in possession thereof at least 14 working days before the date upon which the meeting will take place.

## **Chapter XV Records**

### **59. Record keeping by Authority**

All records required to be kept by virtue of the Act, must be in writing and must be retained in accordance with provisions of the Provincial Archives Act, 1999 (Act No. 4 of 1999).

### **60. Records to be kept by certain holders of registration certificate**

- (1) All holders of off-consumption registration certificates or special events registration certificates must keep records, substantially in the form of Form FSLA22 in Schedule 1, indicating in respect of every sale of liquor by that person to any one customer at any one time in a quantity of 150 litres or more—
  - (a) the date of sale;
  - (b) the name, identity number and address of the purchaser; and

- (c) the quantity of each kind of liquor sold.
- (2) Entry of the particulars referred to in subregulation (1), must be made in such records immediately upon completion of any sale.

#### **61. Appointment of natural person as manager**

- (1) A person other than a natural person who is the holder of a registration, and a natural person who is a holder of a registration and who does not manage the business himself from day to day must appoint a natural person to manage and be responsible for the business and submit information regarding that appointment, substantially in the form of Form FSLA23 in Schedule 1 and must—
  - (a) furnish in the said Form such information as is solicited therein; and
  - (b) declare under oath or truly affirmation at the end of the said Form that the information contained therein, is true.
- (2) The holder of the registration must forthwith forward a copy of Form FSLA23 by registered post to or by delivery by hand to—
  - (a) the designated office of the Authority; and
  - (b) the relevant designated police officer.
- (3) The manager contemplated in subregulation (1) may also include an intended new owner of the business pending a decision of the Authority relating to the transfer of registration.
- (4)
  - (a) If the holder of a licence or the only member of a company or close corporation which is the holder of a licence or registration certificate—
    - (i) has, in the opinion of the chairperson of the Board, left the licensed or registered premises concerned without making provision for the conduct thereon of the business to which the licence relates; or
    - (ii) becomes a person who is disqualified or otherwise incompetent in terms of this Act to hold the licence,or if the holder of a licence or registration certificate which is a partnership, is dissolved, the chairperson of the Board may, on application by a person who has an interest in the business concerned, appoint any person he or she thinks fit to manage and be responsible for that business for a period of not more than 12 months, and a person so appointed shall, subject to paragraph (b)(ii), for the period of his or her appointment for all purposes be deemed to be the holder of the licence or registration certificate concerned.
  - (b) An appointment under paragraph (a)—
    - (i) shall be subject to such conditions set out in the appointment as the chairperson of the Board may in his or her discretion impose;
    - (ii) shall not affect any right of a person who has an interest in the business concerned;
    - (iii) may at any time be withdrawn by the chairperson of the Board.
- (5) An appointment under subregulation (1)(a)—
  - (i) shall be subject to such conditions set out in the appointment as the chairperson of the Board may in his or her discretion impose;
  - (ii) shall not affect any right of a person who has an interest in the business concerned; and

(iii) may at any time be withdrawn by the chairperson of the Board.

*[subregulation (5) added by section 6 of Provincial Notice 5 of 2022]*

*[regulation 61 substituted by section 1 of Provincial Notice 230 of 2010]*

## **Chapter XVI**

### **General provisions**

#### **62. Form of application**

Any written application, any document accompanying such application and any document lodged in terms of the Act or regulations (excluding plans which shall be clear and legible), must be in typescript on A4 standard paper.

#### **63. Responsibility for correctness of notice**

The applicant is solely responsible for the correctness of any notice submitted by him or her or his or her representative for publication in accordance with the provisions of these regulations.

#### **64. Publications, advertisements and notices**

The notice referred to in regulations 4 and 43(2) must be deemed to be properly published in the *Provincial Gazette* if the Provincial Government Printer prints a notice in summary form, substantially in the form of Form FSLA2 or FSLA15, as the case may be, in Schedule land errors will not be the responsibility of the Authority.

#### **65. Availability of approvals or authorities**

Every approval or authority issued in terms of the Act must be filed together with the registration certificate in the manner envisaged in section 30(4) of the Act.

#### **66. Certificate of appointment of liquor inspector**

The certificate of appointment of a liquor inspector must be in writing and in accordance with Form FSLA24 in Schedule 1.

#### **67. Times of business**

The times of business in relation to different categories of business are set out in Schedule 4.

#### **68. Complaints**

Complaints of persons contemplated in section 132 of the Act must at least contain the following information –

- (a) description of type of business conducted at the premises about which complaint is submitted;
- (b) address of premises about which complaint is submitted; and
- (c) explanation of the facts on which complaint is based.

#### **69. Matters to be included in report of designated police officer and liquor inspector**

- (1) The report of the designated police officer must include—
  - (a) information in relation to the criminal record (if any) of applicant;

- (b) crime patterns and/or statistics of the area in which the premises are situated if such information are available;
  - (c) proximity of premises to institutions of learning, places of worship and existing outlets within 500 metres from the proposed premises;  
*[paragraph (c) substituted by section 7(a) of Provincial Notice 5 of 2022]*
  - (d) the number of registration certificates of the same kind already issued within 500 metres from the proposed premises;  
*[paragraph (d) substituted by section 7(b) of Provincial Notice 5 of 2022]*
  - (e) the suitability of the premises for the intended use thereof as envisaged in the Act;
  - (f) information in terms of the suitability of the applicant;  
*[paragraph (f) substituted by section 7(c) of Provincial Notice 5 of 2022]*
  - (g) any other matter which ought to be taken into consideration in respect of the application.
- (2) The report of the liquor inspector must indicate whether and to what extent he or she has—
- (a) verified information submitted by the local municipality and designated police officer;
  - (b) verified information submitted by the applicant;
  - (c) checked issues of public interest which, *inter alia*, could include interviews with surrounding businesses or neighbours in accordance with Form FSLA26 in Schedule 1, as well as inputs of governing boards or the Department of Education relating to institutions of learning;
  - (d) considered and/or included any other matter which ought to be taken into consideration in respect of the application.  
*[subregulation (2) substituted by section 7(d) of Provincial Notice 5 of 2022]*
- (3) The liquor inspector's report must include pictures of the proposed premises and surrounding area.  
*[subregulation (3) added by section 7(e) of Provincial Notice 5 of 2022]*

## 70. Guidelines regarding proximity and ratio of population

- (1) Premises may not be situated within a radius of 500 meters from institutions of learning and places of worship.
- (2) The ratio of population vis-a-vis the number of outlets in a ward is 50 households per 1 liquor outlet as envisaged by the Act.
- (3) Applicants whose applications will be in contravention of subregulation (1) or (2) must submit representations which specifically indicate the reason their applications should be allowed notwithstanding non-compliance with subregulations (1) and (2).

## Chapter XVII Fees

### 71. Access to documents

The provisions of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), apply to fees for access to documents of the Authority.

**72. Application fees**

- (1) No application referred to in Part A of Schedule 2 may be lodged with the municipality or Authority or considered by the competent authority unless the fees set out in Part B of the said Schedule have been deposited into the account of the Authority.
- (2) No amount paid in terms of subregulation (1), or any part thereof, may be refunded to an applicant.

**73. Fees payable in respect of the issue of a registration certificate**

- (1) Within 60 days of the issue of a registration certificate (excluding a special events registration certificate) there must be deposited into the account of the Authority the fees set out in Part A of Schedule 3.
- (2) Whenever a registration certificate (excluding a special events registration certificate) is issued after 31 January of any year, the fees payable in respect of the issue of such a registration certificate must be reduced by one twelfth in respect of each completed calendar month which has passed since the preceding 31 December until the date of issue thereof, and if such registration certificate is issued after 30 June of any year, the annual fees in respect of such registration certificate for the whole of the next succeeding year must be paid together with the fees so reduced.

**74. Fees payable in respect of the transfer or removal of a registration certificate**

Within 60 days of the issue of a certificate of transfer or removal, there must be deposited into the account of the Authority the fees set out in Part B in Schedule 3.

**75. Fees payable annually in respect of a registration certificate**

Subject to Regulation 75C, there must, for the year following the year during which the Act comes into operation and for every calendar year thereafter, be deposited into the account of the Authority, in respect of each registration certificate (excluding a special events registration certificate), the annual renewal fees set out in Part C of Schedule 3 and Part B of Schedule 6 on or before 28 February, annually.

*[regulation 75 substituted by section 2 of Provincial Notice 230 of 2010, by section 1 of Provincial Notice 151 of 2011, by section 1 of Provincial Notice 111 of 2012, by section 1 of Provincial Notice 106 of 2013, by section 1 of Provincial Notice 103 of 2014, by section 1 of Provincial Notice 159 of 2015, by section 1 of Provincial Notice 277 of 2016, by section 1 of Provincial Notice 215 of 2017, by section 1 of Provincial Notice 112 of 2018, by section 1 of Provincial Notice 101 of 2019, by section 1 of Provincial Notice 68 of 2020 and by section 8 of Provincial Notice 5 of 2022]*

**75A. Fees payable in respect of the conversion of licences or registration**

- (1) Fees payable in respect of the conversion of licences or registration envisaged in section 142(3)(c) of the Free State Gambling and Liquor Act, 2010, are as set out in Schedule 5 of which Part A is payable in relation to the application submitted and Part B relates to payment for the issuing of a registration certificate.
- (2) No application referred to in Schedule 5 may be lodged with the municipality or Authority or considered by the competent authority, unless the fees set out in Part A of the Schedule have been deposited into the account of the Authority.
- (3) No amount paid in terms of subregulation (2) or any part thereof may be refunded to an applicant.
- (4) Within 60 days of the issue of a registration certificate there must be deposited into the account of the Authority the fees set out in Part B of Schedule 5.

*[regulation 75A added by section 3(1) of Provincial Notice 230 of 2010]*

**75B. Renewal certificate**

The Authority may issue a renewal certificate substantially in the form of Form FSLA25: Provided that if such certificate is not sent to or received by registrants, it does not exempt registrants from their responsibility to pay the renewal fees before or on 31 December, annually.

*[regulation 75B added by section 3(2) of Provincial Notice 230 of 2010]*

**75C. Transitional provision**

- (1) The transfer and annual renewal fees and business hours of licences issued in terms of the Liquor Act, 1989 (Act No. 27 of 1989) are regulated in terms of Schedule 6 until these licences lapse as envisaged in terms of the Act, unless written proof is provided by the license holder regarding an extension of hours that was approved.
- (2) The annual renewal fees must be paid in the prescribed manner on or before 28 February, annually in accordance with Form FSLA27 of Schedule 1.

*[subregulation (2) substituted by section 2 of Provincial Notice 151 of 2011, by section 2 of Provincial Notice 111 of 2012, by section 2 of Provincial Notice 106 of 2013, by section 2 of Provincial Notice 103 of 2014, by section 2 of Provincial Notice 159 of 2015, by section 2 of Provincial Notice 277 of 2016, by section 2 of Provincial Notice 215 of 2017, by section 2 of Provincial Notice 112 of 2018, by section 1 of Provincial Notice 134 of 2019, by section 2 of Provincial Notice 101 of 2019, by section 2 of Provincial Notice 68 of 2020 and by section 9(a) of Provincial Notice 5 of 2022]*

- (3) As a provisional arrangement the renewal for 2022 will commence on or before 30 June 2022.

*[subregulation (3) added by section 9(b) of Provincial Notice 5 of 2022]*

*[regulation 75C added by section 3(3) of Provincial Notice 230 of 2010]*

## **Chapter XVII**

### **Commencement of regulations**

**76. Short title and commencement**

These regulations are called the Free State Liquor Regulations, 2010.

#### **Schedule 1**

*[Schedule 1 amended by Provincial Notice 230 of 2010 and by Provincial Notice 5 of 2022]*

*[Editorial note: Forms FSLA1, FSLA2, FSLA4, FSLA8, FSLA10, FSLA12, FSLA15, FSLA16, FSLA18, FSLA20, FSLA23, FSLA26 and FSLA27 have not been reproduced.]*

#### **Form FSLA1 – Application in terms of section 27 read with section 31 for registration certificate**

*[Form FSLA1 substituted by section 4(a) of Provincial Notice 230 of 2010 and by section 10 of Provincial Notice 5 of 2022]*

## Form FSLA2 – Notice of intention to apply in terms of section 27 read with section 31 for registration

*[Form FSLA2 substituted by section 4(a) of Provincial Notice 230 of 2010 and by section 10 of Provincial Notice 5 of 2022]*

## Form FSLA3 – Registration certificate

Reference No. \_\_\_\_\_

### Free State Gambling and Liquor Act, 2010

\_\_\_\_\_ Registration

\_\_\_\_\_ is hereby registered to sell/manufacture \* \_\_\_\_\_ (state kind of product) and to conduct under the name of \_\_\_\_\_ upon premises, the plan of which has been approved, situated at \_\_\_\_\_ in the local municipality of \_\_\_\_\_ such business as is, in accordance with the conditions set out in terms of the Act or any other law, authorized to be conducted under the abovementioned registration.

This registration shall be subject to the conditions determined by the Free State Gambling and Liquor Authority in terms of the Free State Gambling and Liquor Act, 2010, as well as conditions contained in said Act. The conditions determined are set out in Annexure \_\_\_\_\_ hereto.

Liquor not required for immediate sale, shall be stored on the registered premises.

This registration shall be of no force and effect unless the prescribed registration fees have been paid into the bank account of the Free State Gambling and Liquor Authority and proof thereof has been submitted to the Free State Gambling and Liquor Authority. Payment of the prescribed fees is to be made within sixty days after the undermentioned date of issue.

Date of issue	Prescribed fees	Payable on or before

\_\_\_\_\_  
Person acting under power of the Free State Gambling and Liquor Authority

\_\_\_\_\_  
Date

*[Form FSLA3 substituted by section 4(a) of Provincial Notice 230 of 2010]*

## Form FSLA4 – Application in terms of section 54 for a special events registrations certificate

*[Form FSLA4 substituted by section 10 of Provincial Notice 5 of 2022]*

\*  
Delete part which is not applicable

**Form FSLA5 – Special events registration certificate*****Free State Gambling and Liquor Act, 2010***

Reference No. \_\_\_\_\_

\_\_\_\_\_ being the \_\_\_\_\_ is hereby registered to sell \_\_\_\_\_ and to conduct such business as is, in accordance with the conditions of the Act or any other law, authorized to be conducted under the above-mentioned certificate at \_\_\_\_\_ place(s) from where such liquor is to be sold at \_\_\_\_\_ in the local municipality of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the following dates \_\_\_\_\_

This certificate shall be subject to the conditions determined by the Free State Gambling and Liquor Authority in terms of the Free State Gambling and liquor Act, 2010, annexed hereto as Annexure \_\_\_\_\_ and the conditions set out in the said Act.

The registration shall be of no force and effect unless the prescribed registration fees, R \_\_\_\_\_, have been paid into the bank account of the Free State Gambling and Liquor Authority and proof thereof has been submitted to the Free State Gambling and Liquor Authority.

Place \_\_\_\_\_

Person acting on behalf of the Free State Gambling and Liquor Authority \_\_\_\_\_

Date of issue \_\_\_\_\_

**Form FSLA6 – Application in terms of section 37 to vary conditions of registration**\_\_\_\_\_  
*Date stamp***For official use**

Amount R \_\_\_\_\_

Reference no. \_\_\_\_\_

Date \_\_\_\_\_

<b>Free State Gambling and Liquor Act, 2010</b>		
<b>Index</b>		
	<b>Description of document</b>	<b>Annexure</b>
(i)	Application	Form FSLA6
(ii)	Copy of registration certificate and conditions of registration	A
(iii)	Description of the conditions of registration that should be varied	B



<b>Free State Gambling and Liquor Act, 2010</b>		
(iv)	Comprehensive written representations	C
(v)	Proof of payment of prescribed fees	D

Full names of registrant (applicant) \_\_\_\_\_

Application prepared by \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone no. \_\_\_\_\_

I declare/truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date \_\_\_\_\_

Signature of applicant or person authorized to sign application \_\_\_\_\_

I certify that this declaration has been signed and sworn to/affirmed before me at \_\_\_\_\_ this \_\_\_\_\_ day of by the applicant/person authorized to sign application who acknowledged that—

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience,

and that he/she uttered the following words:

'I swear that the contents of this declaration are true, so help me God'./I truly affirm affirm that the contents of this declaration are true'.

\_\_\_\_\_

Commissioner of Oaths

Full names \_\_\_\_\_

Business address \_\_\_\_\_

Designation \_\_\_\_\_

Area for which appointment is held \_\_\_\_\_

Office held if appointment is *ex officio* \_\_\_\_\_

**Form FSLA7 – Approval to vary conditions of registration**

***Free State Gambling and Liquor Act, 2010***

Date: \_\_\_\_\_ Reference No. \_\_\_\_\_

Approval is granted to \_\_\_\_\_ (registrant) to vary conditions of registration in respect of

\_\_\_\_\_  
\_\_\_\_\_

The new conditions of registration are attached hereto as Annexure \_\_\_\_\_

\_\_\_\_\_

On behalf of Free State Gambling and Liquor Authority

\_\_\_\_\_

Date

*[Form FSLA7 substituted by section 4(a) of Provincial Notice 230 of 2010]*

**Form FSLA8 – Application in terms of section 38 to effect structural alterations or an extension of registered premises**

*[Form FSLA8 substituted by section 10 of Provincial Notice 5 of 2022]*

**Form FSLA9 – Approval to effect structural alternations or extension of registered premises**

***Free State Gambling and Liquor Act, 2010***

Date \_\_\_\_\_ Reference No. \_\_\_\_\_

Approval is granted to \_\_\_\_\_ (registrant) to effect structural alterations to registered premises / extend the registered premises \* in respect of \_\_\_\_\_

The structural alterations to / extension\* of the registered premises that are approved is attached hereto as Annexure \_\_\_\_\_

\_\_\_\_\_

On behalf of Free State Gambling and Liquor Authority

\_\_\_\_\_

Date

*[Form FSLA9 substituted by section 4(a) of Provincial Notice 230 of 2010]*

\*

Delete part which is not applicable

\*

Delete part which is not applicable

**Form FSLA10 – Approval to effect structural  
alternations or extension of registered premises**

*[Form FSLA10 substituted by section 10 of Provincial Notice 5 of 2022]*

**Form FSLA11 – Approval in terms of section 39 for the transfer of registration**

Date \_\_\_\_\_ Reference No. \_\_\_\_\_

***Free State Gambling and Liquor Act, 2020***

The \_\_\_\_\_ registration certificate, held by \_\_\_\_\_ in respect of premises situated at \_\_\_\_\_ in the local municipality of \_\_\_\_\_, under which business is conducted under the name of \_\_\_\_\_, is hereby transferred to \_\_\_\_\_

The business will in future be conducted under the name of \_\_\_\_\_

This registration shall be of no force and effect unless the prescribed registration fees have been paid into the bank account of the Free State Gambling and Liquor Authority and proof thereof has been submitted to the Free State Gambling and Liquor Authority. Payment of the prescribed fees is to be made within sixty days after the undermentioned date of issue.

Date of issue	Prescribed fees	Payable on or before

\_\_\_\_\_  
On behalf of Free State Gambling and Liquor Authority

\_\_\_\_\_  
Date

*[Form FSLA11 substituted by section 4(a) of Provincial Notice 230 of 2010]*

**Form FSLA12 – Notification in terms of section 39(3) regarding  
procuring of a controlling interest over the registrant**

*[Form FSLA12 substituted by section 10 of Provincial Notice 5 of 2022]*

**Form FSLA13 – Application in terms of section 40(3) for the appointment of a person to conduct registered activities pending appointment of administrator**

\_\_\_\_\_

*Date stamp*

**For official use**

Amount R \_\_\_\_\_

Reference No. \_\_\_\_\_

Date \_\_\_\_\_

Free State Gambling and Liquor Act, 2010		
Index		
	Description of document	Annexure
(i)	Application	Form FSLA13
(ii)	Copy of registration certificate	A
(iii)	Comprehensive written representations	B
(iv)	Proof of notices required by section 40(4)(a)	C
(v)	Confirmation that an Administrator has not yet been appointed	D
(vi)	If proposed appointment is a registrant submit a separate sheet setting out details of such registration	E
(vii)	Proof of payment of prescribed fees	F

Application prepared by \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone no. \_\_\_\_\_

1. Full names of applicant \_\_\_\_\_

2. If applicant is not a natural person, state the names, identity number and address of each shareholder, member, partner or beneficiary \_\_\_\_\_
3. (a) Under what name is the registered business conducted? \_\_\_\_\_
- (b) (i) Will the name change? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Mark applicable square)
- (ii) If so, state new name \_\_\_\_\_
4. (a) Describe the situation of the premises where the registered business is conducted with reference to the erf, street or farm number \_\_\_\_\_
- (b) Describe the situation of the premises where the business is to be conducted with reference to the erf, street or farm number? \_\_\_\_\_
5. State for what period this approval is required \_\_\_\_\_

I declare/truly affirm that the information furnished in this application and in the documents attached to it, is true.

Date \_\_\_\_\_

Signature of applicant or person authorized to sign application  
\_\_\_\_\_

I certify that this declaration has been signed and sworn to/affirmed before me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ by the applicant/person authorized to sign application who acknowledged that—

- (i) he/she knows and understands the contents of this declaration;
- (ii) he/she has no objection to taking the prescribed oath/affirmation; and
- (iii) he/she considers the prescribed oath to be binding on his/her conscience,

and that he/she uttered the following words:

'I swear that the contents of this declaration are true, so help me God'./'I truly affirm affirm that the contents of this declaration are true'.

\_\_\_\_\_  
Commissioner of Oaths

Full names \_\_\_\_\_

Business address \_\_\_\_\_

Designation \_\_\_\_\_

Area for which appointment is held \_\_\_\_\_

Office held if appointment is *ex officio* \_\_\_\_\_

**Form FSLA14 – Approval in terms of section 40 (3) for the appointment of a person to conduct registered activities pending appointment of administrator**

Reference No. \_\_\_\_\_

***Free State Gambling and Liquor Act, 2010***

Approval is granted that the \_\_\_\_\_ registration in respect of premises situated at \_\_\_\_\_ and upon which business is conducted under the name of \_\_\_\_\_, is hereby temporarily transferred to \_\_\_\_\_ (name of person)

The appointment is permitted for the period \_\_\_\_\_

The determinations, consent, approvals and authorities which have been granted are set out in Annexure(s) \_\_\_\_\_ hereto.

This approval shall be subject to the conditions determined by the Free State Gambling and Liquor Authority in terms of the Free State Gambling and Liquor Act, 2010 as set out in Annexure \_\_\_\_\_ and any conditions set out in said Act.

\_\_\_\_\_  
On behalf of Free State Gambling and Liquor Authority

\_\_\_\_\_  
Date

[Form FSLA14 substituted by section 4(a) of Provincial Notice 230 of 2010]

**Form FSLA15 – Notice of intention to apply in terms of section 41(2) for the temporary removal of registration**

[Form FSLA15 substituted by section 4(a) of Provincial Notice 230 of 2010 and by section 10 of Provincial Notice 5 of 2022]

**Form FSLA16 – Application in terms of section 43 for the temporary removal of registration**

[Form FSLA16 substituted by section 4(a) of Provincial Notice 230 of 2010 and by section 10 of Provincial Notice 5 of 2022]

**Form FSLA17 – Approval for temporary removal in terms of section 41 of registration**

Reference No. \_\_\_\_\_

***Free State Gambling and Liquor Act, 2010***

The \_\_\_\_\_ registration granted in respect of premises situated at \_\_\_\_\_ and upon which business is conducted under the name of \_\_\_\_\_, is hereby temporarily removed to premises situated at \_\_\_\_\_

\_\_\_\_\_ in the local municipality of \_\_\_\_\_ where business will be conducted under the name of \_\_\_\_\_

The temporary removal is permitted for the period \_\_\_\_\_

The determinations, consent, approvals and authorities which have been granted are set out in Annexure(s) \_\_\_\_\_ hereto.

This approval shall be subject to the conditions determined by the Free State Gambling and Liquor Authority in terms of the Free State Gambling and Liquor Act, 2010 as set out in Annexure \_\_\_\_\_ and any conditions set out in said Act.

Liquor not required for immediate sale shall be stored on the registered premises/at a place indicated in Annexure \_\_\_\_\_ hereto.

This registration shall be of no force and effect unless the prescribed registration fees have been paid into the bank account of the Free State Gambling and Liquor Authority and proof thereof has been submitted to the Free State Gambling and Liquor Authority. Payment of the prescribed fees is to be made within sixty days after the undermentioned date of issue.

Date of issue	Prescribed fees	Payable on or before

\_\_\_\_\_  
On behalf of Free State Gambling and Liquor Authority

\_\_\_\_\_  
Date

*[Form FSLA17 substituted by section 4(a) of Provincial Notice 230 of 2010]*

**Form FSLA18 – Application in terms of section 27(2) for micro-manufacturer or authorised dealer of methylated spirits registration certificate**

*[Form FSLA18 substituted by section 10 of Provincial Notice 5 of 2022]*

**Form FSLA19 – Registration certificate: Micro-manufacture or authorised dealer of methylated spirits**

Reference No. \_\_\_\_\_

***Free State Gambling and Liquor Act, 2010***

\_\_\_\_\_ Registration

\_\_\_\_\_ is hereby registered to sell/manufacture methylated spirits and to conduct under the name of \_\_\_\_\_

Upon premises, the plan of which has been approved, situated at \_\_\_\_\_ in the local municipality of \_\_\_\_\_ such business as is, in accordance with the conditions set out in terms of the Act or any other law, authorized to be conducted under the abovementioned registration.

The determinations, consent, approvals and authorities which have been granted are set out in Annexure(s) \_\_\_\_\_ hereto.

This registration shall be subject to the conditions determined by the Free State Gambling and Liquor Authority in terms of the Free State Gambling and Liquor Act, 2010, as well as conditions contained in said Act. The conditions determined are set out in Annexure \_\_\_\_\_ hereto.

This registration shall be of no force and effect unless the prescribed registration fees have been paid into the bank account of the Free State Gambling and Liquor Authority and proof thereof has been submitted to the Free State Gambling and Liquor Authority. Payment of the prescribed fees is to be made within sixty days after the undermentioned date of issue.

Date of issue	Prescribed fees	Payable or before

\_\_\_\_\_ Person acting under power of the Free State Gambling and Liquor Authority

\_\_\_\_\_ Date

*[Form FSLA19 substituted by section 4(a) of Provincial Notice 230 of 2010]*

**Form FSLA20 – Compliance notice**

*[Form FSLA20 substituted by section 4(a) of Provincial Notice 230 of 2010 and by section 10 of Provincial Notice 5 of 2022]*

**Form FSLA21 – Notice in terms of regulation 52(2) of the Free State Gambling and Liquor Act, 2010, to be present at a meeting of the Free State Gambling and Liquor Authority**

***Free State Gambling and Liquor Act, 2010***

Reference No. \_\_\_\_\_

To:



Name:		
Address:		
Sex:	Age:	Id no:

By virtue of the powers vested in the Free State Gambling and Liquor Authority by Regulation 52(2) of the Act, you are hereby directed to be present at a meeting of the Free State Gambling and Liquor Authority which relates to \_\_\_\_\_ and which will be held on the date, time and at the place indicated below.

Date	Time	Place

Your attention is drawn to the following:

- (i) It is compulsory for you to appear in person. If you are unable to appear in person you may appoint an advocate, attorney or any other person to appear on your behalf.
- (ii) It is an offence not to be present and to remain in attendance, without you having appointed somebody to appear on your behalf.
- (iii) The Free State Gambling and Liquor Authority may require from you to give evidence or to produce any document or any other thing which is in your possession or custody or under your control.

Place of issue \_\_\_\_\_ Date \_\_\_\_\_

On behalf of the Free State Gambling and Liquor Authority

***For Official use only***

I certify that I have served this notice upon the said person by delivering a true copy to \_\_\_\_\_ PERSONALLY; or

Delivering as he/she could not be found, a true copy to \_\_\_\_\_ apparently over the age of 16 years and apparently residing or employed at the place of RESIDENCE/EMPLOYMENT/BUSINESS of the said \_\_\_\_\_

At \_\_\_\_\_

The nature and exigency of this notice was explained to the recipient thereof.

Time \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Police Officer or Liquor Inspector

## Form FSLA22 – Record of liquor sales of 150 litres or more

\_\_\_\_\_  
Name of registrant

### *Free State Gambling and Liquor Act, 2010*

To whom sold				Quantity sold in litres			
Names and identity no.	Address	Spirits	Fortified wine	Natural wine	Beer	Other	Date of sale

## Form FSLA23 – Application in terms of regulation 61 of a natural person to manage and be responsible for the business to which the registration relates

*[Form FSLA23 substituted by section 10 of Provincial Notice 5 of 2022]*

## Form FSLA24 – Inspector's certificate

### *Free State Gambling and Liquor Act, 2010*

Date \_\_\_\_\_ Reference No. \_\_\_\_\_

The Free State Gambling and Liquor Authority responsible for Economic Affairs hereby appoints

\_\_\_\_\_  
to be an Inspector for the purposes of the Free State Gambling and Liquor Act, 2010, to investigate complaints in terms of the Act, to monitor and enforce compliance with the Act, and to perform any other functions and exercise any other powers conferred on an Inspector in terms of the Free State Gambling and Liquor Act, 2010.

\_\_\_\_\_  
MEC responsible for Gambling and Liquor Matters

\_\_\_\_\_  
Date

*[Form FSLA24 substituted by section 4(a) of Provincial Notice 230 of 2010]*

**Form FSLA25 – Renewal certificate**

Registration No.: \_\_\_\_\_

***Free State Gambling and Liquor Act, 2010***

Bank account of Authority:

Bank Name: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account No.: \_\_\_\_\_

***Advice of annual registration fees payable in respect of a liquor licence for the year 20\_\_***

<b>Name of the registrant and postal address:</b>		<b>Name and address of licensed premises:</b>

<b>Kind of licence</b>	<b>Fees payable</b>

***For official use by First National Bank***

*[Note: The fees must be paid before or on 31 December annually. Late payments are not allowed in terms of the Free State Gambling and Liquor Act, registration lapse if payments are not made before or on 31 December]*

Amount received	Receipt no.	Bank stamp

*[Form FSLA25 added by section 4(b) of Provincial Notice 230 of 2010]*

**Form FSLA 26 – Pre-inspection Community Interview Form**

*[Form FSLA 26 added and substituted by section 10 of Provincial Notice 5 of 2022]*

**Form FSLA 27**

*[Form FSLA 27 added and substituted by section 10 of Provincial Notice 5 of 2022]*

## Schedule 2

### Fees payable in respect of applications

*[Schedule 2 substituted by Provincial Notice 230 of 2010, by section 3 of Provincial Notice 151 of 2011, by section 3 of Provincial Notice 111 of 2012, by section 3 of Provincial Notice 215 of 2017, by section 3 of Provincial Notice 112 of 2018, by section 3 of Provincial Notice 101 of 2019 and by section 11 of Provincial Notice 5 of 2022]*

No	Part A	Part B
Nature of application		Fees payable R
<b>Application in terms of section 23 read with section 27 for registration (Excluding a special Event and methylated spirit registration)</b>		
1	Accommodation establishment: Except Guesthouse	917
2	Accommodation establishment: Guesthouse	917
3	Restaurant	2294
4	Club	1377
5	Tavern	1377
6	Night Club	1835
7	Gambling establishment	3204
8	Liquor store	2294
9	Grocer's wine	2294
10	Micro-manufacturing of liquor	2294
11	Application in terms of section 54 for special events registration	1200
12	Special Events Registration (Per day) after approval	300

No	Part A	Part B
13	Application in terms of section 37 for variation of conditions of registration	580
14	Application in terms of section 38 for alteration or extension of registered premises	580
15	Application in terms of section 39(3) to procure a controlling interest in the business to which the registration relates	580
<b>Application in terms of section 39 or 41 for transfer and removal of registration</b>		
16	Accommodation establishment: Except Guesthouse	2753
17	Accommodation establishment: Guesthouse	1020
18	Restaurant	1653
19	Club	1653
20	Tavern	1377
21	Night Club	1400
22	Gambling establishment	1400
23	Liquor store	1653
24	Grocer's wine	2753
25	Micro-Manufacturing of Liquor	2753

No	Part A	Part B
26	Application in terms of section 40(3) for the appointment of a person to conduct registered activities pending appointment of administrator	300
27	Application in terms of section 27(2) for registration as micro manufacturer of methylated spirits	1653
28	Application in terms of section 27(2) for registration as authorized dealer of methylated spirits	1653
29	Application in terms of regulation 61 of a natural person to manage and be responsible for the business to which the registration relates	150
30	Request for Registration certificate reissue/duplication	100

### Schedule 3

#### Fees payable in respect of registration certificates

*[Schedule 3 substituted by section 5 of Provincial Notice 230 of 2010, by section 4 of Provincial Notice 151 of 2011, by section 3 of Provincial Notice 159 of 2015, by section 3 of Provincial Notice 277 of 2016, by section 4 of Provincial Notice 215 of 2017, by section 4 of Provincial Notice 112 of 2018, by section 4 of Provincial Notice 101 of 2019 and by section 12 of Provincial Notice 5 of 2022]*

No	Registration	Part A	Part B	Part C
		Fees payable in respect of a new registration	Fees payable in respect of the transfer of a registration	Annual registration fees
		R	R	R
1	Accommodation establishment, except Guesthouse	7 342	1 377	3 345
2	Accommodation establishment Guesthouse	7 342	1 605	4 063
3	Restaurant	13 767	917	1 621
4	Club	9 178	917	1 561
5	Tavern	9 178	917	1 280
6	Night Club	11 014	917	4 395
7	Gambling Establishment	18 356	1 835	9 178
8	Liquor store	9 178	2 295	2 226
9	Authorized dealer of methylated spirits	2 753	1 377	917
10	Grocer's wine	13 767	2 294	2 803

No	Registration	Part A	Part B	Part C
11	Micro-manufacturing of liquor/ Methylated spirits	13 767	2 294	4 013
12	Special Events Registration	1 200		
13	Special Events Registration (Per day after approval)	300		

#### Schedule 4

#### Times of business

*[Schedule 4 substituted by section 6 of Provincial Notice 230 of 2010, by section 5 of Provincial Notice 151 of 2011 and by section 13 of Provincial Notice 5 of 2022]*

Type of business	Business hours	Business days during week
Accommodation establishment, Except Guesthouse	10:00am - 00:00am	Monday - Sunday
Accommodation establishment Guesthouse	10:00am - 00:00am	Monday - Sunday
Restaurant	10:00am - 02:00am	Monday - Sunday
Club	10:00am - 02:00am	Monday - Sunday
Tavern	10:00am - 22:00am	Monday - Sunday
Night club	18:00m - 04:00am	Monday - Sunday
Gambling establishment	08:00am - 06:00am	Monday - Sunday
Liquor Store	08:00am – 20:00am	Monday - Sunday



Type of business	Business hours	Business days during week
Grocer Wine	08:00am - 20:00am	Monday - Sunday
Special event	As Determined in registration certificate	Monday - Sunday

### Schedule 5

#### Conversion of licence

*[Schedule 5 added by section 7 of Provincial Notice 230 of 2010]*

	Part A	Part B
	R	R
Application for conversion	500	500

### Schedule 6

#### Transitional clause

*[Schedule 6 added by section 7 of Provincial Notice 230 of 2010, substituted by section 6 of Provincial Notice 151 of 2011, by section 4 of Provincial Notice 111 of 2012, by section 3 of Provincial Notice 106 of 2013, by section 3 of Provincial Notice 103 of 2014, by section 3 of Provincial Notice 159 of 2015, by section 4 of Provincial Notice 277 of 2016, by section 5 of Provincial Notice 215 of 2017, by section 5 of Provincial Notice 112 of 2018, by section 5 of Provincial Notice 101 of 2019 and by section 14 of Provincial Notice 5 of 2022]*

#### ***Fees payable in respect of registration certificates and business times applicable***

No	Registration	Part A	Part B	Part C	
		Fees payable in respect of transfer and removal of registration	Annual renewal fees for	Authorised business hours	Authorised days on which liquor may be sold
		R	R		
		<b>On consumption</b>			
	Hotel Liquor Licence	2294	3345	10:00-00:00	Monday-Sunday

No	Registration	Part A	Part B	Part C	
	Wine House	917	732	10:00-02:00	Monday– Sunday
	Restaurant Liquor Licence	1377	1621	10:00-02:00	Monday– Sunday
	Club Liquor Licence	1377	1621	10:00-02:00	Monday– Sunday
	Sorghum beer (on consumption)	459	180	08:00-20:00	Monday– Sunday
	Special (Employers)	1376	1815	10:00-02:00	Monday– Sunday
	Special (Tavern)	1147	1280	10:00-02:00	Monday– Sunday
	Special (Accommodation)	1605	4063	10:00-02:00	Monday– Sunday
	Special (Eating House)	1147	362	10:00-02:00	Monday– Sunday
	Special (other)	1377	2006	10:00-02:00	Monday– Sunday
	Sportsground	1377	1210	10:00-02:00	Monday– Sunday
	Theatre Liquor	1377	1210	10:00-02:00	Monday– Sunday
	<b>Off consumption</b>				
	Brewer's licence	2294	4013	08:00-20:00	Monday– Saturday
	Liquor store	1377	2226	08:00-20:00	Monday– Sunday

No	Registration	Part A	Part B	Part C	
	Grocer's wine	2295	2803	08:00-20:00	Monday-Sunday
	Wine farmers	917	362	08:00-20:00	Monday-Saturday
	Sorghum beer brewers	2295	3631	08:00-19:00	Monday-Sunday
	Sorghum beer (off consumption)	1653	605	08:00-20:00	Monday-Saturday
	Producers	917	363	08:00-20:00	Monday-Saturday