

POLICY

CITY OF CAPE TOWN EXTENDED LIQUOR TRADING HOURS

APPROVED BY COUNCIL : 26 APRIL 2012
C 21/04/12

CITY OF CAPE TOWN EXTENDED LIQUOR TRADING HOURS POLICY

Preamble

This policy is made to give effect to Section 4A of the City of Cape Town Liquor Trading Days and Hours By-Law, 2010 as amended. A licensee of a liquor licence premises in terms of Categories 3 and 4 of the Schedule to the Liquor Trading Days and Hours By-Law 2010 as amended, where liquor is sold for consumption on the premises, may apply for extended liquor trading hours to a maximum of 04:00, subject to the evaluation criteria below.

Off-consumption liquor licences will not qualify for any extension to those hours stipulated in the City of Cape Town Liquor Trading Days and Hours By-Law, 2010 as amended.

EVALUATION CRITERIA

Council, in considering the application, must take the following factors into account:

1. Do the premises fall into Category 3 or 4 of the Schedule?
2. Any complaints or nuisances reported to the City's Safety and Security Directorate.
3. Payment of required fee of R5 700,00 (VAT inclusive) per application.
4. Outcome of the consultation with the community, which will include, but is not limited to, the ward councillor, community-based organisations and abutting neighbours.
5. The extended hours requested.
6. Any extensions granted for the duration of the current licence.
7. Renewable annually.
8. In the transitional period until end December 2012, appropriate zoning will be a prerequisite.
9. Incomplete application forms will not be accepted.

RIGHT TO APPEAL

In terms of Section 62 of the Municipal Systems Act, 2000 any party aggrieved by a decision may appeal to the City Manager against such decision within 21 days after it has been made known and subject to the provisions as further set out in the section (in this instance, party means the applicant).

APPLICATION PROCESS

To ensure that the needs of the community and the liquor licence holder are considered, the following process will apply:

1. Applicant must obtain the application form from any Environmental Health office or alternatively access the City Health webpage and download the relevant application form (list of Environmental Health offices attached for easy reference) (<http://www.capetown.gov.za/en/CityHealth/EnviroHealth/Pages/Liquortradinghours.aspx>).
2. Applicant to complete Part 1 of the application form and thereafter firstly obtain confirmation from Land Use Management that the premises fall into Category 3 or 4 of the Schedule. Land Use Management must complete the relevant section in Part 2 of the application form (see attached list of offices for easy reference).
3. If the premises fall outside of Category 3 or 4, the application will not be considered.
4. Where the premises do fall into Category 3 or 4, the applicant must obtain comments and/or statement of history of nuisance and/or complaints or action taken by Safety and Security Directorate in respect of the premises or the applicant. The application form must be hand-delivered to the dedicated box provided at the Law Enforcement offices, cnr Old Paarl and Paradys Roads, Brackenfell (tel 021 980 1276) and the register be signed as proof of delivery. The completed form will be ready for collection within five working days after handing in the application.
5. The designated officials must enter the information provided by Land Use Management and Safety and Security in Part 2 of the application form, and sign and date-stamp the applicable section.
6. The applicant must then pay the application fee of R5 700,00 (VAT inclusive) at any one of the City's cash offices. The account number is 18070015 and G/L 810400.
7. The duly completed application form and the receipt of payment must now be submitted to the Environmental Health Office closest to the premises (see the attached list of offices for easy reference). The applicant will be provided with an acknowledgement of receipt upon submission of the application.
8. The application form will be captured and forwarded to the relevant subcouncil manager.
9. The subcouncil manager will facilitate the public participation process by obtaining comment from the affected community, neighbours and the ward councillor.

10. The subcouncil manager will forward the report with the comments for consideration to the subcouncil.
11. The subcouncil will approve, refuse or vary the extended hours being applied for.
12. The subcouncil manager will notify the City Health Directorate of the subcouncil's decision.
13. The City Health Directorate will inform the applicant of the subcouncil's decision in writing and in case of a refusal of his/her right to appeal. The Safety and Security Directorate will also be informed of the outcome.

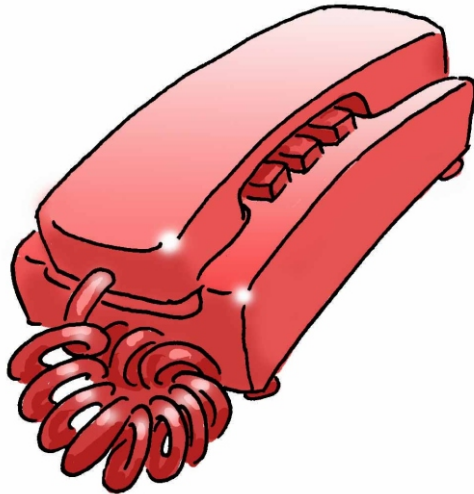
LIST OF ENVIRONMENTAL HEALTH OFFICES WHERE AN APPLICATION FOR EXTENDED LIQUOR TRADING HOURS CAN BE SUBMITTED

Health Sub District	Address	Office hours
Eastern	Somerset West Municipal Building; c/o Andries Pretorius and Victoria Street; Somerset West Tel: 021 850 4300 or Kuils River Municipal office; c/o Van Riebeeck & Carinus Street; Kuils River. Tel: 021 900 1618	08:00 to 16:00
Khayelitsha	Empilisweni Environmental Health Offices; 35 Ncumo Road; Harare; Khayelitsha Tel: 021 363 4702	08:00 to 16:00
Klipfontein	Silvertown Environmental Health office; Petunia Road; Silvertown Tel: 021 6371295/6 or Fezeka Health Administration Office; Corner NY1 and Lansdowne Roads; Guguletu Tel: 021 6301742	08:00 to 16:00
Mitchells Plain	Environmental Health; Simonsig Avenue; Westridge; Mitchells Plain Tel 021 392 8111/2	08:00 to 16:00

Northern	Environmental Health Kraaifontein Municipal Offices; Brighton Rd; Kraaifontein Tel 021 980 6201 or Environmental Health Durbanville Municipal Offices; Oxford Street; Durbanville Tel 021 970 3622	08:00 to 16:00
Southern	Wynberg Environmental Health Office, Lower Maynard Road; Wynberg Tel 021 7621202/3271	08:00 to 16:00
Tygerberg	Environmental Health – Parow 21/23 Klosser Street; Parow Tel: 021 938 8080 or Environmental Health – City Health Clinic; Midmar Street; Groenvallei; Stikland; Bellville Tel: 021 910 8620	08:00 to 16:00
Western – Cape Town	Business Licence desk 2 nd Floor; Media City of Cape Town; Hertzog Boulevard; Cape Town Tel: 021 400 6513.	08:00 to 12:30
Western - Milnerton	Royal Ascot; Block A – 1 st Floor; Bridle Way; Milnerton Ridge; Milnerton Tel: 021 550-1111	08:00 to 16:00

Contacts

CITY OF CAPE TOWN



Planning and Building Development Management

HEAD OFFICE

PHYSICAL ADDRESS: 16th Floor, Civic Centre, 12 Hertzog Boulevard,
Cape Town, 8001
POSTAL ADDRESS: PO Box 298, Cape Town 8000
CONTACT DETAILS: 021 400 1111

OUR WEBSITE

<http://www.capetown.gov.za/en/PlanningAndBuilding/Pages/default.aspx>

Update: 18/02/2011

Head Office

HEAD OFFICE

Cheryl Walters 021 400 7572
Director: 082 567 7669
Planning and Building Development Management

REGIONAL MANAGERS

Pieter Terblanche 021 400 6441
Regional Manager: 084 603 3528
Table Bay and Blaauwberg Districts

Hans Degenaar 021 850 4482
Regional Manager: 084 222 1243
Eastern and Mitchells Plain / Khayelitsha Districts

Emil Schnackenberg 021 938 8489
Regional Manager: 083 417 9980
Cape Flats, Southern, Northern and Tygerberg Districts

DEVELOPMENT POLICIES, PROCESSES AND LEGISLATION

Jaco van der Weshuizen 021 400 7576
Manager: Development Policies, Processes & Legislation 084 603 1796

Fiona Ogle 021 400 7578
Head: Legislation and Enforcement 084 225 1988

Peter Henshall-Howard 021 400 7581
Head: Building Development Management 084 222 1399

Gideon Brand 021 400 7579
Head: Land Use Management 082 294 0341

DEVELOPMENT POLICIES

www.capetown.gov.za/en/policies/pages/default.aspx

SYSTEMS INTEGRATION

Marius Crous 021 400 9556
Manager: Systems Integration 084 800 0503

Isgaak Slamdien 021 400 9492
Head: Technical Information Systems 084 629 5926

District Offices

TABLE BAY DISTRICT

PHYSICAL ADDRESS: Media City Building, 2nd Floor, cnr Adderley Street
and Hertzog Boulevard, Cape Town, 8001
POSTAL ADDRESS: PO Box 4529, Cape Town, 8000
CONTACT NUMBER: 021 400 6444 / 6495

Ossie Gonsalves 021 400 6443
District Manager: Table Bay 084 888 0702

Gregory September 021 400 6447
Section Head: Land Use Management 084 499 4923

Jaco Theron 021 400 6478
Section Head: Building Development Management 084 235 2065

Christiaan Coetzee 021 400 6497
Section Head: Customer Interface 084 922 1158

BLAAUWBERG DISTRICT

PHYSICAL ADDRESS: Ground Floor, Milpark Building, cnr Ixia Street &
Koeberg Road, Milnerton, 7441
POSTAL ADDRESS: PO Box 35, Milnerton, 7435
CONTACT NUMBER: 021 550 1090

Susan Matthysen 021 550 1092
District Manager: Blaauwberg 084 300 3313

Sean van Rensburg 021 550 1099
Section Head: Land Use Management

Benito Cogill 021 550 1244
Section Head: Building Development Management 083 949 7066

Anthea Zeederberg 021 550 1129
Section Head: Customer Interface

District Offices

NORTHERN DISTRICT

PHYSICAL ADDRESS: Kraaifontein Administrative Building, Brighton Road, Kraaifontein, 7570
POSTAL ADDRESS: P O Box 25, Kraaifontein, 7569
CONTACT NUMBER: 021 980 6232 / 6059

Charles Rudman 021 980 6182
District Manager: Northern 084 249 3881

Melanie Louw 021 980 6206
Section Head: Land Use Management

Willie Schultze 021 980 6110
Section Head: Building Development Management 084 628 9708

Erik Dirks 021 980 6196
Section Head: Customer Interface

TYGERBERG DISTRICT

PHYSICAL ADDRESS: Parow Administrative Building, cnr Voortrekker Road and Tallent Street, Parow, 7500
POSTAL ADDRESS: Private Bag X4, Parow, 7499
CONTACT NUMBER: 021 938 8111

Riaan Booysen 021 938 8411
District Manager: Tygerberg 084 627 2407

Chad Newman 021 938 8510
Section Head: Land Use Management

Johann Vos 021 938 8431
Section Head: Building Development Management 084 603 3525

Marietjie Zwarts 021 938 8386
Section Head: Customer Interface 083 631 4577

District Offices

HELDERBERG DISTRICT

PHYSICAL ADDRESS: Somerset West Administrative Building, Cnr Andries Pretorius and Victoria Streets, Somerset West, 7130
POSTAL ADDRESS: P.O Box 19, Somerset West, 7129
CONTACT NUMBER: 021 850 4478

Daan Visser 021 850 4351
District Manager: Eastern 083 652 8186

Jeanine Williams 021 850 4352
Section Head: Land Use Management

Pieter Koekemoer 021 850 4349
Section Head: Building Development Management 082 805 5507

Lize van der Merwe 021 850 4357
Section Head: Customer Interface

MITCHELLS PLAIN / KHAYELITSHA DISTRICT

PHYSICAL ADDRESS: E-block, Stocks and Stocks Complex, Ntlazane Road, Ilitha Park, Khayelitsha
POSTAL ADDRESS: P O Box 93, Bellville, 7535
CONTACT NUMBER: 021 360 1101

Marcel van der Walt 021 360 1132
District Manager: Mitchells Plain / Khayelitsha 083 262 1233

Gerhard Hanekom 021 360 1150
Section Head: Land Use Management 082 620 2355

Gerrit Sauls 021 360 1106
Section Head: Building Development Management 078 803 0872

Arno Geldenhuys 021 360 1167
Section Head: Customer Interface 074 495 3351

District Offices

CAPE FLATS DISTRICT

PHYSICAL ADDRESS: Ledger House, cnr Aden Avenue and George Street, Athlone, 7764
POSTAL ADDRESS: P O Box 283, Athlone, 7760
CONTACT NUMBER: 021 684 4300 / 4369

Margot Muller 021 684 4310
District Manager: Cape Flats 084 222 1263

Ian McLaren 021 684 4341
Section Head: Land Use Management 084 211 0530

Francois Mostert 021 684 4312
Section Head: Building Development Management 084 625 2103

Colwyn Beukes 021 684 4324
Section Head: Customer Interface 083 650 8711

SOUTHERN DISTRICT

PHYSICAL ADDRESS: Plumstead Administrative Building, cnr Main and Victoria Roads, Plumstead, 7800
POSTAL ADDRESS: Private Bag X5, Plumstead, 7801
CONTACT NUMBER: 021 710 8000

Richard Walton 021 710 8259
District Manager: Southern 071 256 2934

Pierre Hoffa 021 710 8270
Section Head: Land Use Management 084 685 6205

Bill Carter 021 710 8007
Section Head: Building Development Management 082 852 9948

Ielyaas Brink 021 710 9448
Section Head: Customer Interface 082 379 3777