



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

**Instructions when applying for extended liquor trading hours.
(Note that the application fee is non-refundable)**

- Ensure that you have a primary liquor licence from the Western Cape Liquor Authority and have received and paid for the annual renewal thereof. Provide copies hereof with your application for extended hours.
- Complete part one of the application form.
- Ensure that if the commercial activities on site require a business licence that you provide a copy of a valid licence as failure to do so may result in the application for extended liquor hours being refused. Activities requiring licences in terms of the Businesses Act are:
 - the sale or provision of meals
 - the provision of services at Turkish baths, saunas or other types of baths;
 - the provision of massage and/or infra-red treatment;
 - the provision the services of an escort;
 - keep three or more mechanical, electronic or electrical devices (coin-operated gaming appliances) at a site;
 - keep three or more snooker or billiard tables;
 - keep or conduct a nightclub or discotheque;
 - keep or conduct a cinema or theatre; or
 - conduct an adult premises in terms of Section 24 of the Films and Publications Act, 1996.
- Contact the [Land Use Management \(LUM\) Department](#) for confirmation on which category (Category 3, 4 or 5 of the By-law Schedule) the premises falls into. LUM will complete the relevant section in part two of the application form, and stamp it. If the premises falls outside of Category 3, 4 or 5, the application will not be considered.
- Deliver the form to the dedicated box at the Safety and Security Directorate's Law Enforcement offices. The register must be signed as proof of delivery. Alternatively the application can also be emailed to Ilona.Haarhoff@capetown.gov.za.
- Law Enforcement will complete the relevant section on the application form.
- The completed form should be ready for collection or returned via email within seven working days after delivery to Law Enforcement.
- Complete the form provided by City Health relating to the collection of personal information.
- The licence fee payment must be made at one of the City's cash offices. It is to be paid into Profit Centre 18070172. Alternatively, instructions at the end of the form in terms of EFT payment can be followed.
- Submit the completed application form, copies of business licence if relevant, renewal notices and proof of payment to the WCLA, along with proof of payment and the completed form relating to personal information to the City for extended hours to the [Environmental Health office](#) closest to the premises. You will be provided with an acknowledgment of receipt. The application will be sent to the relevant Subcouncil for consideration.
- City Health will notify you in writing of the Subcouncil's decision and your right to appeal, in the case of a refusal.

Fees per licence application where there has been no previous suspension, amendment or revocation of previous extended trading days and hours in last twelve months preceding a current application for extension:

- Application for extended Liquor Trading Hours for on-consumption liquor licensed premises from 2:00 to 4:00 – R9 280 (VAT inclusive)
- Application for extended liquor trading hours for off-consumption premises Monday to Saturday from 18:00 to 20:00 – R4 641 (VAT inclusive).
- Application for Sunday trading for off-consumption premises 11:00 to 18:00 – R9 280 (VAT inclusive).
- Application for extended liquor trading hours (Monday to Saturday from 18:00 to 20:00) and Sunday trading (from 11:00 to 18:00) from off-consumption licensed premises - R13 920 (VAT inclusive)

Contact

- Safety and Security Directorate's Law Enforcement offices
- Telephone: 021 980 1386
- Corner Old Paarl and Paradys Roads, Brackenfell