

Liquor License Freestate

Liquor License Application Preparation Consultant

Liquor License Application Freestate

The Application Procedure for Liquor Registration

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Liquor License Free State

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 by paying the required fee (dependant on the type of registration) at ABSA. The receipt is attached to the application.
Sec.31(1)	Publication	Applicant	The applicant publishes in Gov Gazette and the required documents apply.
Sec.31(1)	Lodgement liquor registration application	Applicant	The applicant will complete in the application form and attach all the required documents including the receipt of payment from ABSA and lodge first.
Sec.31(1)	Receive application and check if it is complete	The Authority / Regional Office	The Regional Office receives the application form and FSLA 1. Original and 2 copies lodge in the Regional Office in the area where registration is required.

Sec 33(1)	Objection	Objector	Any person may lodge objection with the Authority within 14 days 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 the Authority reply to Authority and copy to the Authority.
Sec 35	Hearing of Objections	The Authority	The Authority may convene a hearing to consider objections.
Reg.3(2)	Route to Authority	Regional Office	The Regional Office keeps copy 1 and second (2) copy to the Head Office.
Sec. 31(3)(a)	Inspection Request	Regional Office	The Authority must within 7 days receive the report (32(1)) from the inspectorate.
Sec 31(3)(b)	Inspection Request	Regional Office	The Authority must within 7 days receive the report (32(2)) from the SAP (DPO)
Sec 31(3)(c)	Inspection Request	Regional Office	The Authority must within 7 days receive the report (32(3)) from the Municipality.

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Reg.7(2)	Route DPO report	Regional Office	The Authority receives the DPO report and must forward it to the Inspectorate within 7 working days.
Reg.7(3)	Inspection	Inspectorate	The inspector will receive the applications and conduct the inspection. Inspection report must be filed with the Authority after request.
Reg.7(1)	Inspection	SAP – DPO	The DPO will receive the applications and conduct the inspection. Inspection report must be filed with the Authority after request.
Reg.3(4)	Inspection	Municipality	The Municipality will receive the applications and conduct the necessary inspection. Inspection report must be filed with the Authority within 7 working days after request.

Reg.8(1)	Route reports	The Authority	The Authority must forward the reports (3) to the comment.
Reg.8(2)	Response to reports	Applicant	The applicant must comment on the reports with
Sec.28 (1)	Further information	The Authority	The Head office may request further relevant in
Reg.9	Production of further information	Applicant	The Applicant must submit this information with receiving the request.
Sec.28 (1)(a)	Refusal	The Authority	The Authority may refuse application if information produced.
Sec.28 (2)-(4)	Further criteria	The Authority	If application complies with the Act then the authority 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 to the applicant -FSLA3
Sec.30(30)(a)& Reg.73(a)	Activation	Applicant	The applicant must activate the registration by paying fee within 60 days from issuing, Fee prescribed
Sec.30(1)(b) & Sec.45	Maintaining provincial Register	The Authority	The Authority must enter registration into the register published on a Website. [New registrations , Alterations, Transfers & Cancellation
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 the prescribed at ABSA. The receipt application.
Sec.37	Lodgement of application	Applicant	The applicant will complete in the ap (FSGLA 6) and attach all the require including the proof of payment from application.
Sec.37	Receive application and check if it is complete	The Authority / Regional Office	The Regional Office receives the app attachments (the regional office in th registration is sought)
Reg.18(3)	Inspection Request	The Authority	The Authority may within 7 days re from the inspectorate.
Reg.18(3)	Inspection Request	The Authority	The Authority may within 7 days re from the SAP (DPO)
Reg.18(1)	Inspection Request	The Authority	The Authority may request commer Municipality.
Reg.19(2)	Route DPO report	The Authority	The Authority receives the DPO rep o the Inspectorate within 7 working
Reg.19(3)	Inspection	Inspectorate	The inspector will receive the applic the necessary inspection. Inspection within 10 working days after request
Reg.19(1)	Inspection	SAP – DPO	The DPO will receive the application necessary inspection. Inspection rep within 10 working days after request
Reg.18(1)&(2)	Comments	Municipality	The Municipality will receive the ap provide comments .Comments must authority within 14 days from date o
Reg.20(1)	Route reports	The Authority	The Authority must forward the repo municipality comments to the applic

Reg.20(2)	Response to reports	Applicant	The applicant must comment on the days.
Sec.37(3)	Consideration	The Authority	The Authority must consider the not after receiving the notice and advise
Sec.37(3)(b)	Accepts proposed changes	The Authority	The Authority accepts the proposed
Reg.21	Issuing of certificate	The Authority	The Authority must issue a prescribe the form of FSLA7.
Sec.37(3)(a)	Consideration	The Authority	The Authority must consider the not after receiving the notice and advise will consider the proposed changes.
Sec.28 (1)	Further information	The Authority	The Head office may request further as it relates to proposed changes.
Reg.9	Production of further information	Applicant	The Applicant must submit this info 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
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 at ABSA. The receipt attached to the application.
Sec.38	Lodgement of application	Applicant	The applicant will complete in the applications forms (FSLA 8) and attach all the required documents including the proof of payment from ABSA 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)	Route DPO report	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 within 14 days from date of request.
Reg.26(1)	Route reports	The Authority	The Authority must forward the reports and municipality comments to the applicant.
Reg.26(2)	Response to reports	Applicant	The applicant must comment on the reports within 7 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 the prescribed written approval in the form of a certificate.
Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse the application if it is not in the public interest.

Sec.28 (6)	Reasons for refusal	The Authority	The authority must give written reasons for proposed alterations.
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SECTION 39-
Application for transfer
of a registration.

Reg.72 , Schedule 2	Payment of prescribed fees	Applicant	The applicant begins the application process and pays the prescribed fees at ABSA. The receipt is attached to the application.
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Sec.39	Lodgement of application	Applicant	The applicant will complete the application form (FSLA10) and attach all the required documents including the proof of payment from ABSA to the application.
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Reg.28	Receive application and check if it is complete	The Authority /Regional Office	The Regional Office receives the application and attachments (the regional office in the area where the registration is sought)
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Reg.30(3)	Inspection Request	The Authority	The Authority may within 7 days request an inspection (32(1)) from the inspectorate.
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Reg.30(3)	Inspection Request	The Authority	The Authority may within 7 days request an inspection (32(2)) from the SAP (DPO)
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Reg.31(1)	Inspection Request	The Authority	The Authority may request commercial inspection from the Municipality.
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Reg.31(2)	Route DPO report	The Authority	The Authority receives the DPO report from the Inspectorate within 7 working days.
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Reg.31(3)	Inspection	Inspectorate	The inspector will receive the application and conduct the necessary inspection. Inspection report is provided within 10 working days after request.
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Reg.31(1)	Inspection	SAP – DPO	The DPO will receive the application and conduct the necessary inspection. Inspection report is provided within 10 working days after request.
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Reg.30(1)&(2)	Comments	Municipality	The Municipality will receive the request for inspection and provide comments .Comments must be filed within 14 days from date of request.
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Reg.32(1)		Route reports	The Authority	The Authority must forward the report to the municipality comments to the applicant.
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 application for transfer.
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
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.
Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse the transfer
Sec.28 (6)	Reasons 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 2	Payment of prescribed fees	Applicant	The applicant begins the application process by paying the prescribed at ABSA. The receipt attached to the application.
Sec.39(3)	Notification	Registrant	The Registrant will notify the Authority by completing and submitting the forms (FSLA 12) with required 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 prescribed fees	Applicant	The applicant begins the a paying the prescribed at A attached to the application
Sec.40(3)	Lodgement of application	Applicant	The applicant will comple forms (FSLA13) and attac documents including the p from ABSA and lodge the
Reg.37	Receive application and check if it is complete	The Authority /Regional Office	The Regional Office recei forms and attachments (the the area where registration
Reg.39(3)	Inspection Request	The Authority	The Authority may withi report (32(1)) from the in
Reg.39(3)	Inspection Request	The Authority	The Authority may withi report (32(2)) from the SA
Reg.39(1)	Request for comments	The Authority	The Authority may reques Municipality.
Reg.40(2)	Route DPO report	The Authority	The Authority receives the must route it t o the Inspe working days.
Reg.40(3)	Inspection	Inspectorate	The inspector will receive conduct the necessary insp report must be filed withi after request.
Reg.40(1)	Inspection	SAP – DPO	The DPO will receive the conduct the necessary insp report must be filed withi after request.
Reg.39(1)&(2)	Comments	Municipality	The Municipality will rec provide comments .Comm with the authority within 1 request
Reg.41(1)	Route reports	The Authority	The Authority must forwa municipality comments to comment. .

Reg.41(2)	Response to reports	Applicant	The applicant must commence within 14 days.
Reg.39(1)	Consideration	The Authority	The Authority must consider
Reg.42	Issuing of certificate	The Authority	If the application is granted issue a prescribed written 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 by paying the required fee (dependent on registration) at ABSA. The receipt is attached to the application.
Reg.43(2)	Publication	Applicant	The applicant must publish the notice in the Provincial Gazette and at least one other relevant area – FSLA 15
Reg.43(1)	Lodgement of application	Applicant	The applicant will complete in the form of FSLA 16 and attach all the required documents including the proof of payment for the first Friday of the month
Reg.43(1)	Receive application and check if it is complete	The Authority / Regional Office	The Regional Office receives the application. Original and 2 copies lodged at the office in the area where registration is sought.
Sec 33(1)	Objection	Objector	Any person may lodge objection within 14 days of date of publication of notice in 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 the Authority reply to Authority and
Sec 35	Hearing of Objections	The Authority	The Authority may convene a hearing to hear objections.
Reg3.2	Route to Authority	The Authority /Regional Office	The Regional Office keeps copy 1 and second (2) copy to the Head Office
Sec. 31(3)(a)	Inspection Request	The Authority	The Authority may within 7 days (32(1)) from the inspectorate.
Sec 31(3)(b)	Inspection Request	The Authority	The Authority must within 7 days (32(2)) from the SAP (DPO)
Sec 31(3)(c)	Inspection Request	The Authority	The Authority must within 7 days (32(3)) from the Municipality.
Reg.46(2)	Route DPO report	The Authority	The Authority receives the DPO report and it to the Inspectorate within 7 working days
Reg.46(3)	Inspection	Inspectorate	The inspector will receive the application and conduct the necessary inspection. Inspection report must be filed within 10 working days after the inspection
Reg.46(1)	Inspection	SAP – DPO	The DPO will receive the application and conduct the necessary inspection. Inspection report must be filed within 10 working days after the inspection
Reg.45(2)	Inspection	Municipality	The Municipality will receive the application and conduct the necessary inspection. Inspection report must be filed within 14 working days after the inspection
Reg.47(1)	Route reports	The Authority	The Authority must forward the reports to the applicant for 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 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 (sec 28) is not produced .
Sec.28 (2)-(4)	Further criteria	The Authority	If application complies with the authority must consider further section 28(2)-(4)
Sec.28 (5)(a)	registration	The Authority	The Authority may register the
Reg.48	Issuing of certificate	The Authority	If the application is granted The authority issue a prescribed written approval FSLA17.
Reg.74	Activation	Applicant	The applicant must activate the application by paying the prescribed fee within 30 days of issuing. Fee prescribed in schedule 2.
Sec.30(1)(b) & Sec.45	Maintaining provincial Register	The Authority	The Authority must enter registration information in the register. Must also be published in the register.
Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse the application if
Sec.28 (6)	Reasons for refusal	The Authority	The authority must give written reasons for the removal.
SECTION 27 – Application to be registered as Micro-manufacturer			
Reg.72 , Schedule 2	Payment of prescribed fees	Applicant	The applicant begins the application process by paying the prescribed fee at ABSA. The fee is attached to the application.
Sec.27(2)	Lodgement of application	Applicant	The applicant will complete in t (FSLA 18) and attach all the required documents including the proof of payment and lodge the application .

Reg.49	Receive application and check if it is complete	The Authority / Regional Office	The Regional Office receives the application and attachments (the regional office 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 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. Comments must be filed within 10 working days.
Reg.51(2)	Comments	SAP – DPO	The Inspectorate will receive the request. Inspectorate comments must be filed within 10 working days after request.
Reg.51(2)	Comments	Municipality	The Municipality will receive the request. Comments must be filed with the authority within 10 working days of request.
Reg.51(3)	Route reports	The Authority	If negative then the comments must be sent 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 certificate under FSLA 19. (The provisions of the Liquor Act will apply mutatis mutandis)
Reg.73	Activation	Applicant	The applicant must activate the license by paying the prescribed fee for the issuing. Fee prescribed in the regulations.

Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse
Sec.28 (6)	Reasons for refusal	The Authority	The authority must give w refusal of the proposed alt
SECTION 42 – Application registration prior to lapsing – Types section 142(3)			
Reg.72 , Schedule 2	Registration fee payment	Applicant	The applicant begins the l process by paying the requ part A at ABSA. The rece application.
Sec.31(1)	Publication	Applicant	The applicant must publis apply in the Provincial Ga newspaper in the relevant
Sec.31(1)	Lodgement liquor registration application	Applicant	The applicant will comple forms and attach all the re including the proof of pay and lodge first Friday of th
Sec.31(1)	Receive application and check if it is complete	The Authority / Regional Office	The Regional Office recei form – FSLA 1. Original a at the regional office in th registration is sought.
Sec 33(1)	Objection	Objector	Any person may lodge obj days from date of publicat Government Gazette.
Sec 34	Route objection	The Authority	The Authority must forwa the applicant.
Sec 34	Reply to objection	Applicant	Applicant must within 14 from Authority reply to A Objector.
Sec 35	Hearing of Objections	The Authority	The Authority may conve consider the objections.

Reg.3(2)		Route to Authority	The Authority /Regional Office	The Regional Office keep original and second (2) copies of the report in the Regional Office within 7 days.
Sec. 31(3)(a)		Inspection Request	The Authority	The Authority must within 7 working days of the request forward report (32(1)) from the inspector to the Authority.
Sec 31(3)(b)		Inspection Request	The Authority	The Authority must within 7 working days of the request forward report (32(2)) from the SA to the Authority.
Sec 31(3)(c)		Inspection Request	The Authority	The Authority must within 7 working days of the request forward report (32(3)) from the M to the Authority.
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 the 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 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.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 A prescri registr -FSLA
Reg.73	Activation	Applicant	The applicant must activate the registration by paying the prescribed fee within 60 days from issuing. Fee prescribed in schedule 5 , 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.42(3)	Cancellation	The Authority	The Authority may cancel the registration and must notify the former registrant.

Sec.42(4)	Reasons for cancellation	The Authority	The authority must give written reasons for refusal as well as the date of cancellation.
Sec.30(1)(b) & Sec.45	Maintaining provincial Register	The Authority	The Authority must enter cancellation into the register. Must also be published on a Website.

SECTION 42 –
Application registration prior to lapsing – Types section 42(2)(f)

Reg.72 , Schedule 2		Registration fee payment	Applicant	The applicant begins the process by paying the registration fee. Receipt attached to the application.
Sec.31(1)		Publication	Applicant	The applicant must publish the application in the Provincial Gazette and a newspaper in the relevant area.
Sec.31(1)		Lodgement liquor registration application	Applicant	The applicant will complete applications forms and attach documents including the application fee from ABSA and lodge for 1 month.
Sec.31(1)		Receive application and check if it is complete	The Authority / Regional Office	The Regional Office receives the application form – FSLA 1. Original application is kept at the regional office in case registration is sought.
Sec 33(1)		Objection	Objector	Any person may lodge an objection within 14 days from date of publication in the 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 from Authority reply to 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	The Authority /Regional Office	The Regional Office keep original and second copy at Head Office within 7 days.
Sec. 31(3)(a)	Inspection Request	The Authority	The Authority must write report (32(1)) from the inspection.
Sec 31(3)(b)	Inspection Request	The Authority	The Authority must write report (32(2)) from the inspection.
Sec 31(3)(c)	Inspection Request	The Authority	The Authority must write report (32(3)) from the inspection.
Reg.7(2)	Route DPO report	The Authority	The Authority receives report must route it to the Inspectorate within 5 working days.
Reg.7(3)	Inspection	Inspectorate	The inspector will receive request and conduct the necessary inspection. Inspection report must be filed within 5 working days after request.
Reg.7(1)	Inspection	SAP – DPO	The DPO will receive request to conduct the necessary inspection. Report must be filed with Authority after request.
Reg.3(4)	Inspection	Municipality	The Municipality will receive applications and conduct necessary inspection. Inspection report must be filed within 30 working days.
Reg.8(1)	Route reports	The Authority	The Authority must forward report to the applicant for comment.
Reg.8(2)	Response to reports	Applicant	The applicant must comment on report within 14 days.

Sec.28 (1)		Further information	The Authority	The Head office may request further 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.
Sec.42(3)	Cancellation	The Authority		The Authority may cancel the registration and must notify the former registrant.

Sec.42(4)	Reasons for cancellation	The Authority	The authority must give written reasons for refusal as well as the date of cancellation.	
Sec.30(1)(b) & Sec.45	Maintaining provincial Register	The Authority	The Authority must enter cancellation into the register. Must also be published on a Website.	
SECTION 54 – Application for special events registration				
Reg.72 , Schedule 2		Payment of prescribed fees		Registrant
Sec.54	Lodgement of application	Registrant	The applicant will complete in the applications forms (FSLA 4) and attach all the required documents including the proof of payment from ABSA and lodge the application.	
Reg.12	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.14(1)	Comment Request	The Authority	The Authority may request comments from the inspectorate.	

Reg.14(1)	Comment Request	The Authority	The Authority may request comments from the SAP-DPO
Reg.14(1)	Comment Request	The Authority	The Authority may request comments from the Municipality.
Reg.14(2)	Comments	Inspectorate	The DPO will receive the request .DPO comments must be filed within 7 working days after request.
Reg.14(2)	Comments	SAP – DPO	The Inspectorate will receive the request .Inspectorate comments must be filed within 7working days after request.
Reg.14(2)	Comments	Municipality	The Municipality will receive the request .Comments must be filed with the authority within 7 working days of request.
Reg.14(3)	Route reports	The Authority	If negative then the comments must be responded to by the applicant for response.
Reg.14(3)	Response to reports	Applicant	The applicant must comment on the reports within 7 working days.
Reg.14	Consideration	The Authority	The Authority must consider the application within 7 working days.
Reg.15	Issuing of certificate	The Authority	If the application is granted The Authority must issue a written registration in the form of FSD/REG/15/2017.
Reg.73	Activation	Applicant	The applicant must activate the registration within 7 working days of prescribed fee. Fee prescribed in schedule 1.
Reg.16	Notification	The Authority	The Authority must notify Municipality and DPO of the registration.

Sec.28 (5)(b)	Refusal	The Authority	The Authority may refuse the applic
Sec.28 (6)	Reasons for refusal	The Authority	The authority must give written reasons for proposed alterations.
	Regulation 61 – Record of appointment of natural person as manager.		
Reg.61 & Schedule 2	Payment of prescribed fees	Registrant	The applicant begins the process by paying the fees prescribed at ABSA.
Reg.61	Appointment of the manager	Registrant	The registrant must appoint the manager who is responsible and manage the activities.
Reg.61	Submission of record	Registrant	The registrant must in the form FSL provide information regarding the appointment to the Authority
Reg.61	Route to authority regional office	Registrant	The registrant must send copy of FSL to the Authority regional office .Reg post or hand deliver.
Reg.61	Route to DPO	Registrant	The registrant must send copy of FSL to the DPO .Reg post or hand deliver.

Application Process

- [The Application Procedure for Liquor Registrations](#)