

YOUR FREEDOM TO BUSINESS LISENSING





USEFUL INFORMATION TO GET YOUR LICENSING GOING IN 2025

Here are 5 key reminders for 2025:

- All Retail Liquor License applications must now include proof of zoning and SAPS clearance.
- A Business Trade License is required for all new premises within 60 days of opening.
- Certificates of Acceptability (COA) must be renewed if your business moves or changes hands.
- RefChecks are now mandatory in some municipalities before licenses are approved.
- Liquor license renewals require payment tracking and compliance proof—ask us to assist.

PLEASE BE ADVISED

Licensing regulations are enforced under South African municipal bylaws, the Liquor Act, and SAPS policy. Any false, delayed, or incomplete information may result in rejection, legal fines, or shutdowns. Licentia Franchise SA is not a town planner, zoning officer, or SAPS official—we provide expert consulting and submission services. We do not guarantee approval, but we maximize your compliance success through professional guidance, legal structure, and admin support.

REAL SUCCESS. REAL CLIENTS.



MPUMALANGA	GAUTENG	KWAZULU-NATAL
89% approval rate	92% approval rate for retail liquor licenses submitted through Licentia in 2024	85% approval rate

Licentia continues to outperform national averages by providing accurate, fast-tracked licensing services and zoning assessments.



WHO NEEDS A RETAIL LIQUOR LICENSE?

Any individual or business that wants to legally sell alcohol for on-site (restaurants, taverns) or off-site (bottle stores) consumption.

HOW LONG DOES IT TAKE TO GET APPROVED?

On average, 3–6 months. Timelines depend on zoning status, police clearance, and public objections. Licentia accelerates this by guiding your documents and notices from Day 1.

CAN I APPLY IF I RENT THE PROPERTY?

Yes, but you'll need a signed lease and written consent from the property owner stating their approval for alcohol sales.



MORE LICENSING FAQS

What happens if my application is rejected?

You'll receive official feedback, and Licentia will advise on how to resubmit or appeal. Often, a zoning or SAPS issue can be corrected.

Can I start trading while I wait for my license?

No. Trading without a valid liquor license is illegal and may result in criminal charges. Wait until official approval is received.

PLEASE BE ADVISED

As of 2024, retail liquor license applicants must now include a zoning certificate or land use consent letter with their application in most provinces. Previously, a signed lease or a davit was often accepted—but now zoning proof is legally required to proceed.

Tip: Let Licentia verify your zoning status before you apply to avoid costly delays or rejections.



STEP-BY-STEP: THE APPLICATION PROCESS

1. Consultation – We review your business setup, location, and readiness.
2. Zoning Check – Confirm if the premises are zoned for liquor use.
3. Document Collection – Gather all required paperwork (see below).
4. Notice Submission – We publish your intention to apply in local newspapers.
5. SAP Clearance – You complete a police clearance at your nearest station.
6. Submission – Licentia submits your full application to the Provincial Liquor Authority.
7. Inspection – A local inspector may visit your premises.
8. Approval & Issuing – Once approved, your license is issued. You're now legal!

WHAT DOCUMENTS IS REQUIRED?

- Certified ID copy (not older than 3 months)
- Lease agreement or title deed
- Owner's consent letter (if applicable)
- Business or company registration docs
- Site photos (front, inside, surroundings)
- Zoning certificate or land use letter
- Municipal account
- Police clearance
- Floor plan (optional but recommended)





Need guidance or ready to apply?

CONTACT US:

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