



Liquor Licence Application

How it all works!

- The “Temporary Liquor Licence” also known as “Special Event Licence” is only valid for one Venue address for one day.
- The licence application will be done in the name of the client or venue owner and not in the name of the company that renders the service which in this case is Mobi Bar C.C..
- The application must be handed in one month in advance before the date of the function.
- The application takes two work weeks to be approved after it has been handed in.
- It is the Liquor Board & the Community Forum that will ultimately approve or decline the licence grant based on the information provided by the applicant.
- Please ensure that all the information given is correct and true.
- The cost for application to the Liquor Board is R 1000.00, Mobile Bar Attorney Fee is R 2000.00 per application, Courier Fee counter to counter is R 100.00.
- There is no guarantee that the application will be approved, this will be strictly evaluated by the Liquor Board & Community Forum and based on their findings they will grant or decline the licence.
- There should be no reason for them to decline the application if all the necessary documents, information & requirements are given and if the information is legitimate / correct.
- If the licence is declined you will lose the entire Application Fee of R 3100.00 because of the application costs, admin fees, and the Liquor Application fee that have been performed. Our government don't give refunds!

Required Documentation!

- **Site Plan** The applicant must draw a Site Plan / Sketch of the layout of the premises where the function will take place roughly indicating the layout of the premises outside, i.e. Parking Area, Shape of the building, indicate where the Function / Reception area will be & a rough layout of the location of the venue showing the roads that connect to venue for example: Is it on a corner with two roads crossing or between houses / buildings with a street running parallel with entrance etc.
- **Venue Layout** The applicant must draw a Site Plan / Sketch of the layout of the venue / building where the function will take place roughly indicating the layout of the set-up, i.e. where the bar will be located, where the food buffet table will be placed, where the guests will be seated etc.
- **Holding number** This is the Holding “ERF NR” of the venue where the licence is applied for.
- **Physical Address** This is the physical address of the venue where the function will take place including the correct suburb i.e suburb including extensions “EXT 5” where applicable.
- **Applicant Details** Copy of ID Document (Must be a S. A. Citizen), Contact Details, etc.
- **Right of Occupation** The Applicant must get a letter of the Proprietor of the Venue/Holding/Business stating that the applicant have the full right to host the event/function at his premises and have the right to make use of Mobi Bar CC to sell liquor on his/her premises. This must be an official letter written on a company/business letterhead if it is a venue or company and for private proprietors it must be a Police certified letter.
- **Public & Private Events** The applicant must include supporting documents such as Flyers or Brochures of the specific event and private applicants must include invitations to event or for weddings a menu of the food that will be served to support your application.





I, _____ the Applicant hereby officially instruct Mobi Bar CC to apply for a Temporary Liquor Licence for my function on the _____.

I have also read the instructions and I am fully aware of the costs involved, the time frame needed to apply and declare that all the information given is correct.

I am also aware that I will not be refunded for the amount of R 3100.00 should my application be declined by the Liquor Board.

Signed by: Name _____ Signature: _____

on Day _____ Month _____ Year _____

Witness: Name _____ Signature: _____

Please Note: All relevant documents must be handed in at our office at the following address:

630 Goukamma Str, Erasmuskloof, Pretoria East

Alternatively please post/mail to:

Mobi Bar CC, P.O.Box 75162, Lynwood Ridge, Pretoria, 0040

