FIRST SCHEDULE
(Regulations 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13)

PRESCRIBED

FORMS Form I
(Regulations 3 and 11)
(To be completed in triplicate)

REPUBLIC OF ZAMBIA
The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

APPLICATION FOR GRANT/RENEWAL OF LIQUOR LICENCE

		Shaded fields for official official use only	Licence code		
			Date/ Time		
	Information Required	***Information provided***			
1	a) Name(s) of applicant				
2	a) Nationality				
	b) Identity card - National Registration Card No. - Passport No. *(Attach certified copies)*				
3	a) Notification address Tel: Fax: Email: b) Residential address				
4	Proposed business name				
5	Type of business or undertaking to be conducted				
6	Location of proposed business	Plot No.	Is area-Zoned, residential, commercial or industrial	Size of Premises	Is premises owner occupier or rented premises? (state name of the owner, if rented)
7	Have you ever been disqualified by a court of law from holding a liquor licence?				
	If yes, specify details:……. Nature of offence:…….. Date of conviction:…… Sentence:……				
8	Has your licence ever been forfeited?				
	If yes, specify details:…….. Nature of offence:…… Date of conviction:……Sentence:……..				

9	Licence previously held by the applicant under the Liquor Licensing Act, 2011 or similar legislation outside Zambia	Licence No.	Location		
10	Have you ever been convicted of an offence involving fraud or dishonesty or of any offence under the Liquor Licensing Act, 2011 or any other law within or outside Zambia? If yes, specify details:…….. Nature of offence:…… Date of conviction:…….. Sentence:……..				
11	Have you ever applied for a licence under the Liquor Licensing Act, 2011? If yes, please give details below:				
	Licence applied for:	Location	Type of business or undertaking	Date of application	Status of application (Granted, rejected or pending)*
	*If application was rejected, give reasons for rejection:				
12	**Attachments (copies of relevant documents)**				
	Council health report				
	Council fire report				
	Building inspector's report				
	Police report				
	Copy of licence issued under Tourism and Hospitality Act, 2007 (Where applicable)				

13. **STATUTORY DECLARATION**

I/We …….. do solemnly declare as follows:

a) That the information provided in this Form is correct and true;
b) That I have never been disqualified by a court of law from holding a liquor licence; and
c) That my licence has never been forfeited;
And I/We make this solemn declaration conscientiously believing the same to be true to the best of my/our knowledge and belief.

……..
Signature

Declared at ……this …….day of ……...20……before me

…….
Commissioner for Oath/Notary Public

_____ _____
Applicant's Signature *Date*

FOR OFFICIAL USE ONLY

Received by :_____ Receipt No._____
Officer

Date Received _____

Amount Received:_____

Serial No. of application_____

OFFICIAL STAMP

TERMS AND CONDITIONS OF LICENCE

A Licensee shall not establish a bar within three hundred metres of an educational institution, health facility or church.

Form II
(*Regulation* 3(2))

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

REQUEST FOR FURTHER INFORMATION/PARTICULARS

To:……

Address:…….

…….

Reference No.:……

You are hereby requested t furnish the following information or documents in respect of your application for a Liquor Licence……

a) ……

b) ……

c) ……

d) ……

within ……..days of this notice. If you fail to furnish the requested information within the stipulated period, your application will be treated as invalid and shall be rejected.

Date this ……..day of ……20……

……..

Chairperson of Licensing Committee

Form III
(Regulation 4)

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Form and Fees) Regulations, 2011

NOTICE OF INTENTION TO APPLY FOR GRANT OR RENEWAL OF A LIQUOR LICENCE

Notice is hereby given that (full names):……. of (address)……. intends to apply to the licensing committee of the …….. Council for the grant/renewal* of a licence in respect of the premises situate at……...

Particulars of the business premises;

a) Plot No. or Certificate of Title No. and date:……
b) State whether the plot is zoned, commercial or industrial:…….
c) If the premises are leased, state the name of the owner:…….
d) Size of the premises (sqm of floor space)……
e) Has your premises been inspected and certified suitable by the Environmental Health Officer?..... ……..

Any person who wished to object to the grant of the licence should within 21 days of the last publication of this notice, give notice, in writing, to the …… Council of the intention to oppose the application and state the grounds on which the objection is based.

Notices and other documents may be served on the above named a the above address.
The applicant shall give at least fourteen (14) days notice of intention to apply for a licence in accordance with section 4 (3) of the Liquor Licensing Act, 2011.

Date ……the day of……..20…….

……
(Signature of Applicant)

NOTES – *(This should, except for the signature thereto, be completed in block capitals.)** ***Delete where inapplicable.***

Form 5
(Regulation 5)

REPUBLIC OF ZAMBIA
The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

NOTICE OF INTENTION TO OBJECT TO GRANT/RENEWAL/TRANSFER/REMOVAL OF LICENCE

(1) Here insert the full names and address of applicant (2) Signature of objector

To:

(1) ……
……
……

Notice is given that I/We intend to object to the grant/renewal/transfer/removal of a liquor licence in respect of ……
(name of applicant) of …….
(name of premises) for the following reasons:

a) ……

b) ……

c) ……

d) ……

Name of objector:……
Residential address:…….
NRC No.: Contact details……
Cell:……..

Date this……..day of …… 20……..

(2) ……
Signature of objector

OFFICIAL USE:

Date received:
Received by:

Form 5
(Regulation 6)

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

NOTICE OF REJECTION OF APPLICATION

(1) Here insert the full names of applicant (2) Here insert the reference No. of the applicant (3) Here insert type of application

To (1) ……
……
IN THE MATTER OF (2) …… you are hereby notified that your application for (3) ……has been rejected on the following grounds;

a) ……
b) ……
c) ……
d) …….

Date this……..day of …… 20……

…….

Chairperson of Licensing Committee

Form 6
(Regulation 7)

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

Licence No……..

LIQUOR LICENCE

Holder's name…….

Address:……..

Type of business or undertaking:

……

……

This License is valid for a period of three years from the …….. day of…… 20……..

The conditions of the Licence are as shown in the Annexure attached hereto.

Issued at ……this …….day of ……. 20……

……
Chairperson of Licensing Committee

ENDORSEMENT OF REGISTRATION

This license has this …….. day of …….. 20…….

been entered in the Register.

……
Chairperson of Licensing Committee

Form 7
(Regulation 8)

REPUBLIC OF ZAMBIA

Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

APPLICATION FOR VARIATION OF TERMS/CONDITIONS OF LICENCE						
Licence No.		Shaded fields for official use only		Licence code		
				Date and Time		
Information required		***Information provided***				
1.	Holder of licence					
2	Expiry date					
3	a) Name(s) of applicant					
	b) Type of applicant					
	c) Business Address					
4	Proposed amendments	(a)				
		(b)				
		(c)				
		(d)				
		(e)				
		(f)				
5	Appendix					
	Appendix No. 1	Justification for proposed amendment				
	Appendix No. 2	Records of meeting at which amendments were approved				
Receipt number						
Name: Signature of applicant (individual or authorized company representative):						

To be signed by authorized officer: Name:……. Signature of officer:……	**OFFICIAL STAMP**	

Form 8
(Regulation 9)

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations

2011 NOTICE OF INTENTION TO SURRENDER LICENCE

(1) Here insert the full names and address of licensee
(2) Here insert the licence No. of the licence to be surrendered

To the Council:

(1)……
……

IN THE MATTER OF (2)…….I hereby notify your Office that I intend to surrender my licence on……day of …….20…….. for the following reasons;

(a) ……
(b) ……
(c) ……
(d) ……

Dated this …….. day of ……. 20……

(3) ……..
Licensee

FOR OFFICIAL USE ONLY

Received by:_____ Date Received:_____

……..
Signature

OFFICIAL STAMP

Form 9
(Regulation 10)

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

APPLICATION FOR CONSENT TO TRANSFER LICENCE

Shaded fields for official use only	Licence Code		
	Date/ Time		

	Information Required	***Information Provided***							
1	Licence No.								
2	Current holder								
3	a) Name(s) of assignee(s) b) Type of assignee								
		Individual		Company		Cooperative		Partnership	
4	Assignee's Address Tel: Fax: Email:								

Appendices

Appendix No.			
	Appendix No.1	Minutes of relevant meeting	
	Appendix No.2	Reasons for transferring or assigning	
	Appendix No.3	Shares/entering into agreement copy of Agreement to transfer	

Name of Applicant (individual or authorized company representative):_____ Date:_____

Signature:_____

FOR OFFICIAL USE ONLY

Received by:_____ Receipt No…….

Officer

Amount Received _____

Serial No. of Application:_____

OFFICIAL STAMP

Form 10

(Regulation 12(1))

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011

(Act No.20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

NOTICE OF INTENTION TO SUSPEND OR CANCEL LICENCE

To (1)……..

…….....

……

IN THE MATTER OF (2) …… you are hereby notified that the licensing committee intends to *suspend/cancel your* liquor licence on the following grounds:

(a) ……

(b) ……

(c) ……

(d) ……

Accordingly, you are requested to take action to remedy the breaches set out in paragraph …… (above) within (3)……... days of receiving this notice. Failure to remedy the said breaches shall result in the *suspension/cancellation of your licence.

(1) Here insert the full names and address of licensee (2) Here insert the licence No. (3) Here insert the number of days (4) Signature of Chairperson

Dated this ……day of …… 20……...

(4) ……..
Chairperson of Licensing Committee

Delete as appropriate

Form 11
(Regulation 12)

REPUBLIC OF ZAMBIA
The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

NOTICE OF SUSPENSION OR CANCELLATION OF LICENCE

(1) Here insert the full names and address of licensee (2) Here insert the licence No. (3) Signature of Chairperson

To (1) ……
……...
……...

IN THE MATTER OF (2) ……you are hereby notified that your liquor licence has been *suspended/cancelled on the following grounds:

(a) ……
(b) ……
(c) ……
(d) ……

Dated this……..day of …… 20……

(3) ……
Chairperson of Licensing Committee

Form 12
(Regulation 13)

REPUBLIC OF ZAMBIA

The Liquor Licensing Act, 2011
(Act No. 20 of 2011)

The Liquor Licensing (Forms and Fees) Regulations, 2011

REGISTER
(Section 19 of the Liquor Licensing Act, 2011)

Licence No…… Type of licence……..

Date of Grant……

Full Names of Licensee	Date of Transfer	Premises in respect of which Licence is held	Date of Removal	Owner(s) of Premises		Convictions required to be recorded under section 19 (2) of the Act	
				Name	Address	Licensee	Details of Conviction

NOTE: ***The register shall be kept in lose-leaf form utilizing one sheet for each sheet for each licence, other than a temporary licence. If required, the information recorded in respect of any one licence may be carried on to subsequent sheets inserted immediately after the main sheet, and each subsequent sheet shall be marked "Continuation" after the Licence No.***

SECOND SCHEDULE
(Regulation 14)
PRESCRIBED FEES

	Item	*Fee units*
1.	Wholesale/Distribution	1,200
	Retail	800
	Bar	800
	Airport	600
	Hotel	1,000
	Private hotel	800
	Restaurant	600
	Railway restaurant care	150
	Passenger vessel	300
	Theatre	400
	Club	400
2.	For extension of the permitted hours under section eighteen of the Act, there shall be paid a fee of one thousand fee units in respect of every hour or part thereof by which the permitted hours are extended.	
3.	Others	
	Transfer of licence	100
	Removal of licence	100
	Inspection of Register	10
4.	Appeal	400