

Liquor Licence Application

Overview

A company or an individual must obtain a liquor licence in order to legally sell alcoholic beverages to the public. A separate liquor licence must be applied for each location where alcoholic beverages are sold, even if they are sold by the same company or individual. The proposed business premises should be at least 500 meters away from a school, church, highway, or major road.

Who is eligible?

Citizens and non-citizens who are above the age of 18 years and businesses qualify for the following licenses:

- Distributor liquor licence
- Club liquor licence
- Temporary licence
- Wholesale liquor licence

Citizens who are above the age of 18 years and registered businesses owned by citizens of Botswana qualify for the following licences :

- Bar liquor licence;
- Bottle store liquor licence;
- Liquor depot licence;
- Nightclub/ Discotheque liquor licence
- Temporary liquor

How do I get this service?

- Download, complete and submit the appropriate application forms:
 1. [Application for Liquor licence](#) – Initial application of liquor licence.
 2. [Notice of application for a Liquor licence](#) – Completed by all applicants to publish their intention for application for liquor licence in any newspaper or the government gazette. The publication is at the applicant's own cost.
 3. [Application for the Renewal of licence](#) – This is for the renewal of the license, which is required annually.
 4. [Application for Transfer of a licence](#) – To transfer the liquor licence to another individual or company, or to notify of the change in operating location.
 5. [Application for a Duplicate licence](#) – To apply for a new licence after the original has been lost or destroyed subject to the submission of a valid police report.
- Submit relevant documents and fees shown below to the Town/District Council commercial offices (see attachment of office contact information).
- Once these documents have been received, the application will be processed and forwarded to the Liquor Control Authority for consideration.
- The applicant will be notified of the result of the application via mail, SMS, or phone call.

- If the liquor licence has been approved, the applicant can pick up the licence from the District Council commercial office upon payment of applicable licence fees.
- On or before the anniversary date of the licence grant, the applicant has to submit Form 4 Application for the Renewal of Licence and pay the renewal fees shown below to the District Council

What supporting documents are required?

First time applications:

- If the applicant is a business, a certified copy of the certificate of incorporation.
- If the applicant is an individual or a partnership, submit a certified registration certificate.
- The latest copy of the annual returns form obtained from the Registrar of Companies and Intellectual Property.
- Proof of availability of the business premises (either a title deed, or a written lease agreement).
- Proof of advertisement in Botswana Government Gazette any newspaper in the form of a stamped receipt. The Liquor Control Authority shall not consider an application for a licence where the notice to apply for a liquor licence has not been published for at least 21 days.
- Certified copy of National Identity card (Omang) for owners, shareholders or directors who are citizens.
- Certified copy of passport, work and residence permit for owners, shareholders or directors who are non-citizens.
- The original or certified copy of physical planner's report validating zoning for the plot upon which the activities will occur. Physical planners are employed by the District Council and should be booked by the applicants to validate zoning.
- The original or a certified copy of the environmental health report for the business premises in question. The report must be completed by health inspectors employed by the District Council and the applicant must book the health inspector for inspection.

Renewal or transfer of licence:

- Certified copy of valid National Identity Card (Omang) for owners, shareholders or directors who are citizens.
- Certified copy of passport, work and residence permit for owners, shareholders or directors who are non-citizens.
- The original or certified copy of physical planner's report validating zoning for the plot upon which the activities will occur. Physical planners are employed by the District Council and should be booked by the applicants to validate zoning.
- The original or a certified copy of the environmental health report for the business premises in question. The report must be completed by health inspectors employed by the District Council and the applicant

must book the health inspector for inspection.

- The latest copy of the annual returns form obtained from the Registrar of Companies and Intellectual Property.

Duplicate licence:

- Police report indicating the licence has been stolen or destroyed.

How long will this service take?

Thirty (30) working days.

How much does it cost?

Fees for initial application:

- Non-refundable application fee of BWP 100.00 for other liquor licences.
- Non-refundable application fee of BWP 50.00 for the liquor depot licence.
- Once the application for licence has been approved the application is required to pay as per list below depending on their application:

| Type of Licence | Licence Fee (BWP) |
|------------------------|-------------------|
| Bar Liquor | 2000.00 |
| Bottle Store Licence | 1000.00 |
| Liquor Depot | 300.00 |
| Discotheque/Night Club | 4000.00 |
| Distributor Liquor | 6200.00 |
| Club Liquor | 2000.00 |
| Temporary Liquor | 20.00 per day |
| Wholesale Liquor | 4500.00 |

Fees for renewal or duplicate licence application:

- Non-refundable application fee of BWP 100.00 for other liquor licences.
- Non-refundable application fee of BWP 50.00 for the liquor depot licence
- Once the application for a duplicate or transfer is approved the applicant is required to pay a licence fee of BWP100.00.

Where can I obtain this service?

Town Clerk

Gaborone City Council

Private Bag 0089

Gaborone

Tel: (267)3657400/365744/3657413

Fax: (267) 3900141

Town Clerk

City of Francistown Council

Private Bag 0040

Francistown

Tel: (267) 2411050 Ext. 965

Fax: (267) 2412427

Council Secretary
Kweneng District Council
Private Bag 005
Molepolole

Tel: (267) 5920200/201

Fax: (267) 5920287/5920207/5920858

Town Clerk - Commercial Office
Selibe Phikwe Town Council
Private Bag 001
Selibe Phikwe

Tel: (267) 2610570

Fax: (267) 2614854

Town Clerk - Commercial Office
Jwaneng Town Council
Private Bag 001
Jwaneng

Tel: (267) 5880303

Fax: (267) 5882609

Council Secretary
North East District Council
Private Bag 004
Masunga

Tel: (267) 2489242

Fax: (267) 2489290/263

Town Clerk
Sowa Town Council
Private Bag SOW 1
Sowa

Tel: (267) 6213440

Fax: (267) 6213425

Council Secretary
Central District Council
Private Bag 001
Serowe

Tel: (267) 4630411

Fax: (267) 4635469

Council Secretary
Northwest District Council

Private Bag 001
Maun
Tel: (267) 6860241
Fax: (267) 6860029

Council Secretary
Southern District Council
Private Bag 002
Kanye
Tel: (267) 5440217
Fax: (267) 5440103/02/5403307

Council Secretary
Kgatleng District Council
Private Bag 11
Mochudi
Tel: (267) 5777963
Fax: (267) 5777216

Council Secretary
Chobe District Council
Private Bag K30
Kasane
Tel: (267) 6250275/6
Fax: (267) 6250368

Council Secretary
Kgalagadi District Council
Private Bag 005
Tsabong
Tel: (267) 6540061/254/6540381
Fax: (267) 6540259

Council Secretary
Ghanzi District Council
Private Bag 15
Ghanzi
Tel: (267) 6592057/6596216/6596688
Fax: (267) 6596420

Council Secretary
South East District Council
Private Bag 002
Ramotswa
Tel: (267) 5390251/061/
Fax: (267) 5390201/5380603

Senior Assistant Council Secretary
Palapye Administrative Authority
Private Bag 72
Palapye
Tel: (267) 4921092
Fax: (267) 4921541

Senior Assistant Council Secretary
Mahalapye Sub-District Council
Private Bag 002
Mahalapye
Tel: (267) 4713323
Fax: (267) 4713205

Senior Assistant Council Secretary
Tonota Sub-District Council
Private Bag T12
Tonota
Tel: (267) 2484220
Fax: (267) 2485861

Senior Assistant Council Secretary – Commercial Office
Tlokweng Sub-District Council
Private Bag T05
Tlokweng
Tel: (267) 3925242
Fax: (267) 3928809

Senior Assistant Council Secretary
Tutume Sub-District Council
Private Bag 006
Tutume
Tel: (267) 298721/2987391
Fax: (267) 2987626/2987533

Senior Assistant Council Secretary
Boteti Sub-District Council
Private Bag 005
Letlhakane
Tel: (267) 2978278
Fax: (267) 2978234

Senior Assistant Council Secretary
Bobirwa Sub-District Council
Private Bag 0013
Bobonong
Tel: (267) 2619274/2629037

Fax: (267) 2619296

Senior Assistant Council Secretary
Okavango Sub-District Council
Private Bag 006
Gumare

Tel: (267) 6874040

Fax: (267) 6874199

Senior Assistant Council Secretary
Mogoditshane/Thamaga Sub-District Council
Private Bag 006
Mogoditshane

Tel: (267) 3105615/3910291

Fax: (267) 3105617

Senior Assistant Council Secretary
Moshupa Sub-District Council
Private Bag 004
Moshupa

Tel: (267) 5449270

Fax: (267) 5449296

Senior Assistant Council Secretary
Mabutsane Sub District Council
Private Bag 04
Mabutsane

Tel: (267) 5889219

Fax: (267) 5889211

Senior Assistant Council Secretary
Good hope Sub-District Council
Private Bag 005
Good hope

Tel: (267) 5404183/5486232

Fax: (267) 5404157/5486241

Senior Assistant Council Secretary
Letlhakeng Sub-District Council
Private Bag 003
Letlhakeng

Tel: (267) 5943013/5943164

Fax: (267) 5943171

Senior Assistant Council Secretary
Charles Hill Sub-District Council
Private Bag 002

Charles Hill

Tel: (267) 6592057

Fax: (267) 6592246

Senior Assistant Council Secretary

Molepolole/Lentsweletau Administrative Authority

Private Bag 005

Molepolole

Tel: (267) 5922114/ 5910623

Fax: (267) 5920287

Senior Assistant Council Secretary

Hukuntsi Sub-District Council

Private Bag 12

Hukuntsi

Tel: (267) 6510249

Fax: (267) 6510244

Senior Assistant Council Secretary

Maun Administrative Authority

Private Bag 005

Maun

Tel: (267) 6861729

Fax: (267) 6863214

Senior Assistant Council Secretary

Kanye Administrative Authority

Private Bag 11

Kanye

Tel: (267) 5403319

Fax: (267) 5440625/5440103

Senior Assistant Council Secretary

Serowe Administrative Authority

Private Bag 0023

Serowe

Tel: (267) 4600223

Fax: (267) 4631136

Senior Assistant Council Secretary

Tsabong Sub-District Council

Private Bag 005

Tsabong

Tel: (267) 6540061

Fax: (267) 6540259

Where can I get more information on this Service

Department of Trade and Consumer Affairs

Ministry of Trade and Industry
 Annex Building
 Plot 54380, Central Business District (CBD), Gaborone
 Private Bag 00252
 Gaborone

Tel: (267) 3911233

Fax: (267) 3975239

All the Local Authorities (District Councils) across the country :

| | | |
|--|---|---|
| Town Clerk Gaborone City Council Private Bag 0089 Gaborone Tel: (267)3657400/36574 4/3657413 Fax: (267) 3900141 | Town Clerk City of Francistown Council Private Bag 0040 Francistown Tel: (267) 2411050 Ext. 965 Fax: (267) 2412427 | Council Secretary Kweneng District Council Private Bag 005 Molepolole Tel: (267) 5920200/201 Fax: (267) 5920287/5920207/59 20858 |
| Town Clerk Selibe Phikwe Town Council Private Bag 001 Selibe Phikwe Tel: (267) 2610570 Fax: (267) 2614854 | Town Clerk Jwaneng Town Council Private Bag 001 Jwaneng Tel: (267) 5880303 Fax: (267) 5882609 | Council Secretary North East District Council Private Bag 004 Masunga Tel: (267) 2489242 Fax: (267) 2489290/263 |
| Town Clerk Sowa Town Council Private Bag SOW 1 Sowa Tel: (267) 6213440 Fax: (267) 6213425 | Council Secretary Central District Council Private Bag 001 Serowe Tel: (267) 4630411 Fax: (267) 4635469 | Council Secretary Northwest District Council Private Bag 001 Maun Tel: (267) 6860241 Fax: (267) 6860029 |

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|--|--|---|
| Council Secretary Southern District Council Private Bag 002 Kanye Tel: (267) 5440217 Fax: (267) 5440103/02/5403307 | Council Secretary Kgatleng District Council Private Bag 11 Mochudi Tel: (267) 5777963 Fax: (267) 5777216 | Council Secretary Chobe District Council Private Bag K30 Kasane Tel: (267) 6250275/6 Fax: (267) 6250368 |
| Council Secretary Kgalagadi District Council Private Bag 005 Tsabong Tel: (267) 6540061/254/654038 1 Fax: (267) 6540259 | Council Secretary Ghanzi District Council Private Bag 15 Ghanzi Tel: (267) 6592057/6596216/65 96688 Fax: (267) 6596420 | Council Secretary South East District Council Private Bag 002 Ramotswa Tel: (267) 5390251/061/ Fax: (267) 5390201/5380603 |
| Senior Assistant Council Secretary Palapye Administrative Authority Private Bag 72 Palapye Tel: (267) 4921092 Fax: (267) 4921541 | Senior Assistant Council Secretary Mahalapye Sub- District Council Private Bag 002 Mahalapye Tel: (267) 4713323 Fax: (267) 4713205 | Senior Assistant Council Secretary Tonota Sub-District Council Private Bag T12 Tonota Tel: (267) 2484220 Fax: (267) 2485861 |
| Senior Assistant Council Secretary Tlokweng Sub-District Council Private Bag T05 Tlokweng Tel: (267) 3925242 Fax: (267) 3928809 | Senior Assistant Council Secretary Tutume Sub-District Council Private Bag 006 Tutume Tel: (267) 298721/2987391 Fax: (267) 2987626/2987533 | Senior Assistant Council Secretary Boteti Sub-District Council Private Bag 005 Letlhakane Tel: (267) 2978278 Fax: (267) 2978234 |

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|--|---|---|
| <p>Senior Assistant Council Secretary Bobirwa Sub-District Council Private Bag 0013 Bobonong</p> <p>Tel: (267) 2619274/2629037</p> <p>Fax: (267) 2619296</p> | <p>Senior Assistant Council Secretary Okavango Sub-District Council Private Bag 006 Gumare</p> <p>Tel: (267) 6874040 Fax: (267) 6874199</p> | <p>Senior Assistant Council Secretary Mogoditshane/ Thamaga Sub-District Council Private Bag 006 Mogoditshane</p> <p>Tel: (267) 3105615/3910291 Fax: (267) 3105617</p> |
| <p>Senior Assistant Council Secretary Moshupa Sub-District Council Private Bag 004 Moshupa</p> <p>Tel: (267) 5449270 Fax: (267) 5449296</p> | <p>Senior Assistant Council Secretary Mabutsane Sub District Council Private Bag 04 Mabutsane</p> <p>Tel: (267) 5889219 Fax: (267) 5889211</p> | <p>Senior Assistant Council Secretary Good hope Sub- District Council Private Bag 005 Good hope</p> <p>Tel: (267) 5404183/5486232 Fax: (267) 5404157/5486241</p> |
| <p>Senior Assistant Council Secretary Letlhakeng Sub- District Council Private Bag 003 Letlhakeng</p> <p>Tel: (267) 5943013/5943164 Fax: (267) 5943171</p> | <p>Senior Assistant Council Secretary</p> <p>Charles hill Sub- District Council Private Bag 002 Charles hill</p> <p>Tel: (267) 6592057 Fax: (267) 6592246</p> | <p>Senior Assistant Council Secretary</p> <p>Molepolole/ Lentsweletau Administrative Authority Private Bag 005 Molepolole</p> <p>Tel: (267) 5922114/ 5910623 Fax: (267) 5920287</p> |

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| Senior Assistant Council Secretary Hukuntsi Sub-District Council Private Bag 12 Hukuntsi Tel: (267) 6510249 Fax: (267) 6510244 | Senior Assistant Council Secretary Maun Administrative Authority Private Bag 005 Maun Tel: (267) 6861729 Fax: (267) 6863214 | Senior Assistant Council Secretary Kanye Administrative Authority Private Bag 11 Kanye Tel: (267) 5403319 Fax: (267) 5440625/5440103 |
| Senior Assistant Council Secretary Serowe Administrative Authority Private Bag 0023 Serowe Tel: (267) 4600223 Fax: (267) 4631136 | Senior Assistant Council Secretary Tsabong Sub-District Council Private Bag 005 Tsabong Tel: (267) 6540061 Fax: (267) 6540259 | |
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Opening hours: 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.