

SPECIAL ISSUE

Nairobi City County Gazette Supplement No. 8 (Acts No. 3)



REPUBLIC OF KENYA

**NAIROBI CITY COUNTY GAZETTE
SUPPLEMENT**

ACTS, 2014

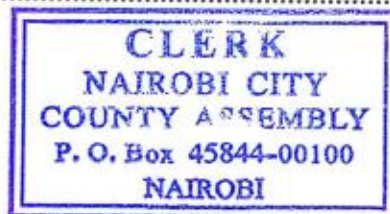
NAIROBI, 19th May, 2014

CONTENT

Act—

PAGE

The Nairobi City County Alcoholic Drinks Control and Licensing Act,
2014..... 35



PRINTED AND PUBLISHED BY THE GOVERNMENT PRINTER, NAIROBI

THE NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL AND LICENSING ACT, 2014

AN ACT of the Nairobi City County Assembly to provide for the implementation of the national government policy on alcoholic drinks and for the control, licensing, regulation and general administration of the manufacture, advertisement, sale and consumption of alcoholic drinks in the county and for connected purposes

ENACTED by the County Assembly of the of Nairobi City County as follows—

PART I—PRELIMINARY

1. This Act may be cited as the Nairobi City County Alcoholic Drinks Control and Licensing Act, 2014 and shall come into operation on such date as the county executive committee member responsible for trade, may, in consultation with the Governor, appoint.

Short title and commencement.

2. (1) In this Act, except where the context otherwise requires—

Interpretation.

“executive committee member” means the executive committee member responsible for trade;

“national legislation” means the National Alcoholic Drinks Control Act (Act No. 4 of 2010);

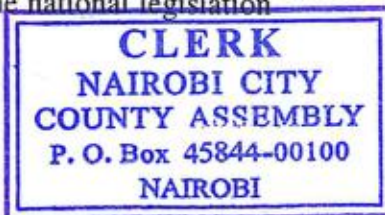
National Act No. 4 of 2010.

“off-licence” means a licence for the sale of alcoholic drink to be consumed elsewhere than on the premises

“relevant agency” means the National Authority for Campaign Against Alcohol and Drug Abuse or its successor in law as the national public body or department responsible for matters relating to alcoholic drinks;

“sub-county” means the constituency within the Nairobi City County.

(2) Meanings ascribed to words, phrases or expressions in the national legislation shall apply to those words, phrases or expressions respectively where the words, phrases or expressions are used in this Act and the words, phrases or expressions used in this Act shall have corresponding meaning as set out in the national legislation unless the context requires otherwise.



No. 3 *Nairobi City County Alcoholic Drinks Control and Licensing* 2014

**THE NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL
AND LICENSING ACT, 2014**

No. 3 of 2014

Date of Assent: 15th May, 2014

Date of Commencement: See Section 1

PART—PRELIMINARY

- 1—Short title and commencement.
- 2—Interpretation.
- 3—Objects of the Act.

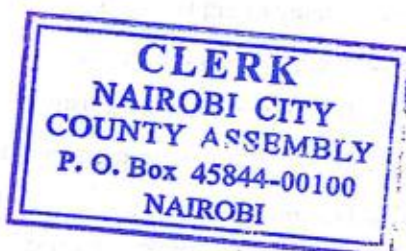
PART II— ADMINISTRATION

**(THE COUNTY ALCOHOLIC DRINKS CONTROL AND
LICENSING BOARD AND THE SUB-COUNTY ALCOHOLIC
DRINKS CONTROL AND LICENSING COMMITTEES)**

- 4—Establishment of the Board.
- 5—Functions of the Board.
- 6—Sub-county Alcoholic Drinks Control and Licensing Committees
- 7—Control of alcoholic drinks.

**PART III – CONTROL AND LICENSING OF ALCOHOLIC
DRINKS**

- 8—Application for licence.
- 9—Processing of application and grant of licence.
- 10—Provisional licence
- 11—Licence for premises
- 12—Persons not eligible for a licence
- 13—Validity and renewal of licences
- 14—Appeals.
- 15—Licences to body corporates.
- 16—Types of licences
- 17—Application forms for licences.
- 18—Licence terms and conditions.
- 19—Notification of change of particulars.



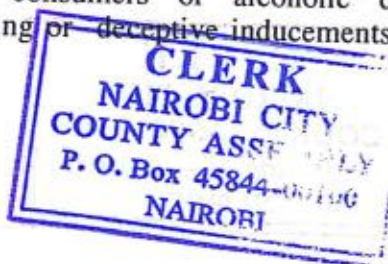
No. 3 *Nairobi City County Alcoholic Drinks Control and Licensing* **2014**

3. The objects of this Act are to—

Objects of the Act.

- (a) give further effect to paragraph 4(c) of the Fourth Schedule to the Constitution which assigns the county government the function of liquor licensing;
- (b) to ensure that the national government policy on the control of alcoholic drinks as set out in the national Alcoholic Drinks Act is implemented at the county level in accordance with the requirements of Article 189 of the Constitution to the effect that government at either level shall, among other things, as appropriate, implement the legislation of the other level of government;
- (c) to facilitate the application and enforcement of the national government standards on the regulation of manufacture, advertisement, sale and consumption of alcoholic drinks;
- (d) to provide for the county institutions and for procedures applicable to the control and licensing of alcoholic drinks within the county;
- (e) control, reduce and mitigate the negative health, social and economic impact on individuals and communities resulting from production, sale and consumptions of alcoholic drinks;
- (f) to prohibit consumption of alcohol by persons under the age of eighteen and control the exposure of such persons to advertisements of alcoholic drinks;
- (g) provide for effective measures to eliminate illicit trade in alcohol including smuggling, illicit manufacture and counterfeiting; ensure fair and ethical business practices related to production, distribution, promotion and sale of alcoholic drinks;
- (h) to provide for fair and ethical business practices related to production, distribution, promotion and sale of alcoholic drinks;
- (i) protect consumers of alcoholic drinks from misleading or deceptive inducements and inform

National Act No. 4 of
2010



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

- (d) advise the county government generally on the control and licensing policy on alcoholic drinks within the county;
- (e) regulate the conduct of the sub-county licensing committees and ensure the full implementation of both the national and county governments policies on alcohol control and licensing;
- (f) liaise with the National Police Service and the directorate of the county inspectorate to ensure the enforcement of the law as contained in this Act and the national Alcoholic Drinks Control Act, 2010;
- (g) in collaboration with other relevant county and national government agencies establish treatment and rehabilitation facilities and programs for persons dependent on alcoholic drinks in each ward;
- (h) generally administer this Act and, as appropriate, any relevant provision of the national Alcoholic Drinks Control Act 2010;
- (i) perform any other function as may be assigned by the Governor or the County Executive Committee Member.

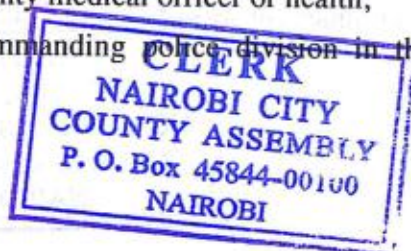
6. (1) There shall be, for every sub-county, a committee to be known as the Sub-county Alcoholic Drinks Control and Licensing Committee which shall—

Sub-county Alcoholic
Drinks Control and
Licensing Committees

- (a) issue licences in accordance with this Act; and
- (b) perform such other functions as may, from time to time be allocated to it by the Governor or the executive committee member.

(2) The sub-county committee shall, in the discharge of its functions under this Act, make inspection or other visits to premises at such times as it may deem appropriate.

- (3) The sub-county committee shall consist of—
 - (a) a chairperson appointed by the Governor;
 - (b) the sub-county medical officer of health;
 - (c) officer commanding police division in the sub-



No. 3 *Nairobi City County Alcoholic Drinks Control and Licensing* **2014**

- (a) a comprehensive proposal on the nature, orientation and other justification for the establishment of the alcoholic plant;
- (b) a disclosure as to whether the applicant has been previously convicted of an offence under this Act or any Act at any time in force relating to the manufacture, sale or consumption of an alcoholic drink, giving full particulars of the offence of which he was convicted, of the court by which he was convicted, of the date of the conviction;
- (c) such registration or identification documents as may be required by the sub-county Committee;
- (d) a detailed physical address, telephone number, facsimile number and email address of the applicant;
- (e) detailed information relating the proposed services to be provided;
- (f) where applicable, information relating to the previous experience in the provision of the services for which a licence is sought; and
- (g) any other information that the sub-county Committee may require.

(3) The sub-county committee shall, within twenty-one days after the submission of application for a licence, prepare a notice setting forth the names of all applicants, the types of licences applied for, the premises in respect of which the licences are applied for and the time, date and place of the meeting, and shall forthwith cause a copy of the notice to be—

- (a) published in the County gazette, Kenya Gazette and conspicuous place at the offices of the sub-county for a period of not less than twenty-one consecutive days;
- (b) posted in some conspicuous place at or near the applicant's premises;
- (c) sent to the National Police Service, or to such police officer as the Police Service may have notified the sub-county that it has appointed to

CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI

No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

(10) Any objector may appear personally or by an advocate at the hearing of the application.

(11) A village or neighbourhood association may, in writing, appoint any person to appear before any sub-county committee having jurisdiction in any part of the area for the purpose of representing the inhabitants of that part in respect of any objection lodged to an application.

Cap. 63 of the Laws of Kenya

(12) Where a sub-county committee considers it necessary to take evidence respecting any question to be determined by the committee, such evidence shall be given on oath administered by the chairperson.

(13) For the purposes of Chapter XI of the Penal Code (which concerns offences relating to the administration of justice), all proceedings before a sub-county committee shall be deemed to be judicial proceedings.

(14) Every sub-county committee shall maintain records of all its proceedings, and, in particular, of the purpose for which an application was made, and keep a record of the evidence given and of the arguments adduced and the decision of the committee thereon.

(15) The sub-county committee shall, within twenty-one days of receipt of the application under subsection (1), record the application and assess the same on the basis of the objections received if any and the interests of the sub-county, and shall ensure that—

- (a) the available premises are suitable with regard to the nature of the licence being sought;
- (b) the premises conform to the prescribed requirements of the occupational health and safety regulations;
- (c) the applicant possesses the infrastructure and equipment necessary to carry out the business applied for; and
- (d) the premises has sufficient number of competent staff in line with such norms as may be prescribed.

9. (1) The sub-county committee shall, after considering the application under section 8, indicate in writing whether it objects to the grant of the licence applied for.

Processing of application and grant of licence.

CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI

No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

person having an interest in the premises may apply in the prescribed form to the sub-county committee for an assurance that, on the completion of the construction or reconstruction, a licence of the type to be specified in the application will be granted in respect of such premises.

(2) The provisions of sections 9 and 10 shall apply to such applications, which shall be accompanied by a signed copy of the plans of such premises.

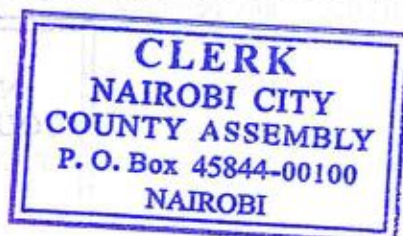
(3) The sub-county committee may, subject to such reasonable conditions as it may therein include, give to the applicant an assurance in the prescribed form that, on the completion of the premises, a licence of the type specified therein will be granted or it may refuse to give such an assurance.

(4) Where such an assurance has been given under subsection (3), the sub-county committee may, on any date, on being satisfied that the premises have been completed in accordance with the signed plans submitted under subsection (2) and that any conditions which may have been imposed in the assurance have been complied with, issue to the applicant a licence of the type specified in the assurance in respect of the premises.

(5) Any assurance given under subsection (3) shall become ineffective and the sub-county committee shall not issue a licence if, between the date of the giving thereof and the date of completion of the premises, the applicant becomes a person to whom in accordance with section 13, a licence may not be granted.

11. (1) The sub-county committee shall not grant a new licence for the sale of an alcoholic drink to be consumed on the premises unless the sub-county committee is satisfied—

- (a) that it would be in the public interest for provision to be made for the sale of alcoholic drink for consumption on the premises in the particular locality in respect of which the application is made, and that the number of such premises in respect of which such licences have already been granted is insufficient for the requirement of the locality given the population density per square kilometre and the permitted maximum number of such premises as shall be prescribed by law:

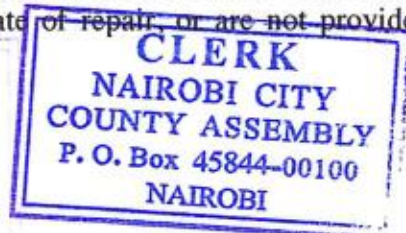


No. 3 *Nairobi City County Alcoholic Drinks Control and Licensing* **2014**

- (a) has failed to satisfy the sub-county committee, if called upon to do so, of his or her good character and standing in relation to the expectations in this Act; or
- (b) has been convicted of selling an alcoholic drink without a licence or offering or exposing it for sale, or of any offence against any law for the time being in force relating to the distillation, manufacture, sale or use of industrial alcohol; or
- (c) has been convicted of an offence and sentenced to imprisonment without the option of a fine in Kenya or elsewhere for a period in excess of six months; or
- (d) in the case of a retail licence, is not resident in Kenya; or
- (e) is under eighteen years of age; or
- (f) is an undischarged bankrupt.

(2) The sub-county committee may refuse to renew an existing licence if the sub-county committee is satisfied that—

- (a) the licensee is not a fit and proper person to hold the licence; or
- (b) the licensee has been convicted of an offence under this Act or any Act at any time in force regulating the sale of an alcoholic drink; or
- (c) has been convicted of an offence and sentenced to imprisonment without the option of a fine in Kenya or elsewhere for a period in excess of six months; or
- (d) the business to which the licence relates is conducted in a manner that is in breach of this Act, or any other rules and regulations for the time being in effect, or conditions set by the sub-county committee; or
- (e) the conditions of the licence have not been satisfactorily fulfilled; or
- (f) the premises to which the licence relates are not in a proper state of repair, or are not provided with



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

date of such refusal or cancellation, except at the discretion of the sub-county committee.

14. An applicant whose application for a new licence, to renew or transfer a licence has been refused or cancelled, may, within twenty-one days of such refusal appeal against such refusal in accordance with the national legislation. Appeals.

15. (1) A licence issued to a body corporate shall be issued in the name of the body corporate: Licences to body corporates.

Provided that the sub-county committee may require prior disclosure of the directorship of the body corporate or refuse to grant a licence to the body corporate if any of the directors does not qualify to be granted the licence individually.

(2) No transfer of a licence issued to a body corporate shall be necessary on any change in the office of secretary, but any person for the time being holding such office shall be entitled to the privileges granted by, and shall be subject to the duties and liabilities imposed upon the holder of, such licence.

16. (1) The several licences which may be granted under this Act shall be those specified in the Third Schedule, and the provisions of that Schedule and of any rules made under this Act shall have effect in relation to the respective licences therein specified. Types of licences

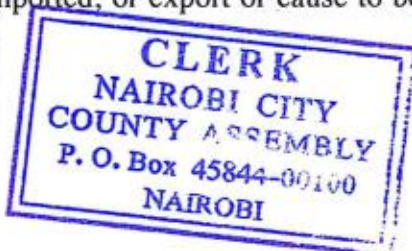
(2) Save as otherwise provided in this Act, no licence may be granted so as to be applicable to more premises than one.

(3) The sub-county committee shall, when a licence is granted, renewed, withdrawn or cancelled, include in the licence a sufficient description of the licensed premises.

17. (1) An application for a grant or renewal of an alcoholic retail drinks licence shall be made in Form 1 specified in the Second Schedule. Application forms for licences.

(2) An application for a grant or renewal of a licence to manufacture or otherwise produce; sell, dispose of, or deal with an alcoholic drink shall be in Form 2 specified in the Second Schedule.

(3) An application for a grant or renewal of a licence to import or cause to be imported; or export or cause to be



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

21. (1) The sub-county committee may revoke a licence in accordance with the Act. Revocation of licences.

(2) Any person who is aggrieved by the decision of the sub-county committee made under this section may appeal in accordance with the Act.

22. A licensee shall, in addition to the terms and conditions of the licence— Obligations of a licensee to provide quality of service

- (a) improve service quality, by identifying service deficiencies and making appropriate changes;
- (b) maintain service quality and hygiene while considering environmental and operating conditions;
- (c) ensure that practices increasing consumer satisfaction and safety and decreasing user complaints are encouraged;
- (d) avoid discrimination, relating to the quality of the service offered, between consumers;
- (e) ensure special needs of disabled consumers are also considered when developing quality of service parameters.

23. The sub-county committee may inspect or investigate matters relating to the quality of service, of a licensee from time to time to ensure compliance or carry out any other visits or inspections pursuant to the Act. Inspections and investigations

24. Notwithstanding that a licence has been issued by the sub-county committee, a licensee shall bear the responsibility of obtaining the approvals of other national or county government agencies, or other relevant authorities that may be required for the provision of the licensed services or premises, or maintenance thereof of any premises on, through, under or across any land. Approvals from other authorities.

25. The executive committee member shall, with the approval of the Governor, prescribe the licence and other fees payable in accordance with this Act. Fees.

26. The alcoholic drink licence hours shall be as specified in the Third Schedule. Hours.

27. (1) Where a licensee sells or leases or otherwise disposes of the premises or business specified in his Transfer of licence.

CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI

No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

until the appeal has been determined, such licence to commence on the day after the determination of his existing licence.

29. (1) Every licence shall be prominently and conspicuously displayed on the premises to which it relates, and any licensee who fails or neglects so to display his licence commits an offence. Licence to be displayed.

(2) Where a wholesale alcoholic drink licence is granted so as to be applicable to more premises than one, it shall be displayed in the premises first named therein and copies thereof displayed in the other outlets.

(3) Any person causing or permitting to be on his premises or on premises under his control any words, letters or sign falsely importing that he is a licensee commits an offence.

30. (1) Notwithstanding the provisions of any other written law, no licensee shall employ a person under the age or apparent age of eighteen years, or knowingly employ a person who has been convicted of an offence under this Act or any other Act at any time in force regulating the sale of alcoholic drinks, to sell, control or supervise the sale of alcoholic drinks or to have the custody or control of alcoholic drinks on licensed premises. Employment for sale of alcoholic drinks.

(2) No licensee shall permit any other person to manage, superintend or conduct the day-to-day business of the premises in respect of which he is licensed except with the written consent of the sub-county committee and every person in respect of whom such consent is given shall be subject and liable to the same duties, obligations and penalties under this Act as the licensee.

(3) The provisions of subsection (2) shall not relieve the licensee of his duties and obligations under this Act.

(4) Any person who contravenes the provisions of this section commits an offence.

31. (1) A licensee or an agent or employee of a licensee may refuse to admit to, and shall expel from, the premises to which his licence relates any person who is drunk and disorderly, violent, or quarrelsome, or whose presence would subject the licensee to a fine or penalty under this Act. Drunken behaviour

**CLERK
NAIROBI CITY
COUNTY ASSEMBLY
P. O. Box 45844-00100
NAIROBI**

(3) A police officer not below the rank of Inspector or an authorized officer of the directorate of county inspectorate shall report in writing to the chairperson of the appropriate sub-county committee every case in which a licensee is of drunken habits or keeps a disorderly house, or commits any breach of any of the provisions of this Act or of his or her licence.

35. (1) Upon receipt of a report made under section 34 ^{Cancellation of licence} the sub-county committee shall—

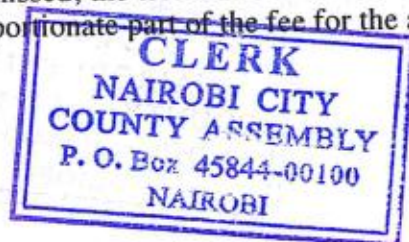
- (a) send, by registered post or other verifiable mode of dispatch, a copy of the report to the licensee concerned therewith, informing him that at a meeting of the sub-county committee to be held on a date to be specified, but not less than thirty days there from, the report will be considered by the sub-county committee;
- (b) send a copy of the report to every member of the sub-county committee and to the Officer Commanding Police Division;
- (c) inform the medical officer of health or the police officer, as the case may be, of the date upon which the sub-county committee will consider the report, and require him or her to attend on the date specified.

(2) Any licensee concerning whom a report is to be considered may appear in person or by advocate before the sub-county committee.

(3) The sub-county committee, having duly considered the report and having heard the licensee, if he appears, may, if it thinks fit, cancel the licence of the licensee reported upon, or it may make such an order in respect of such licence or the licensed premises specified therein as, in the opinion of the sub-county committee, is necessary.

(4) Any person aggrieved by the decision of the sub-county committee upon any such report may within twenty-one days appeal against the decision as to the Board.

(5) If a licence is cancelled and no appeal is filed by the licensee against the cancellation, or if such appeal is dismissed, the licensee shall be entitled, on payment of the proportionate part of the fee for the appropriate licence, to a



young person and believed, on reasonable grounds, that the documentation was authentic.

(4) For the purposes of this section, the following documentation may be used to verify a person's age—

- (a) a national identity card issued by the Republic of Kenya;
- (b) a passport issued by the Republic of Kenya or any other country; or
- (c) any other documentation as may be prescribed.

(5) No person shall manufacture or sell objects including sweets, snacks and toys that resemble or imitate alcoholic drinks.

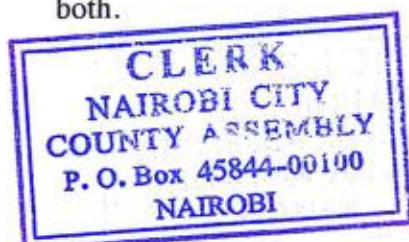
(6) A person who contravenes the provisions of subsection (5) commits an offence and shall be liable to a fine not exceeding five hundred thousand shillings, or to imprisonment for a term not exceeding three years, or to both.

38. (1) Every retailer shall post, in the prescribed place and manner, signs in the prescribed form and with the prescribed content, that inform the public that the sale or the availing of an alcoholic drink to a person under the age of eighteen years is prohibited by law. Display of signs

(2) Every sign required to be posted under subsection (1) shall—

- (a) be displayed on a surface measuring not less than 12 inches by 8 inches in size;
- (b) bear the word "WARNING" in capital letters followed by the prescribed health warning which shall appear in conspicuous and legible type and shall be black on a white background or white on a black background and shall be enclosed by a rectangular border that is the same colour as the letters of the statement;
- (c) be in English or in Kiswahili.

(3) A retailer who contravenes any of the provisions of this section commits an offence and shall be liable to a fine not exceeding fifty thousand shillings, or to imprisonment for a term not exceeding six months, or to both.



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

be managed by the county executive committee member responsible for trade.

(2) The Fund shall consist of—

- (a) such monies as may be appropriated by the County Assembly and such license and other fees as may be payable under this Act
- (b) sums received, including contributions, gifts or grants from or by way of testamentary bequest by any person;
- (c) moneys earned or arising from any investment of the Fund;
- (d) all other sums which may in any manner become payable to, or vested in, the Fund.

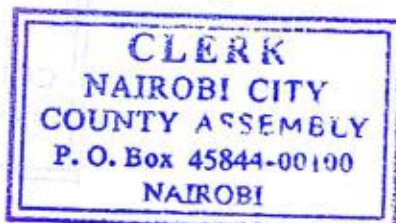
(3) The Fund shall be used for meeting the expenditure relating to—

- (a) research, documentation and dissemination of information on alcoholic drinks in the county;
- (b) promoting cessation and rehabilitation programs in the county;
- (c) financing the operations of the sub-county committees and voluntary programmes in the county in accordance with such guidelines as may be prescribed;
- (d) carrying out the functions of the Nairobi City County Alcoholic Drinks Control and Licensing Board established under section 4 (1) and the objects of this Act; and
- (e) any other matter incidental to the matters set out in paragraphs (a), (b), (c), (d).

PART VI – ENFORCEMENT

44. (1) The Governor may, upon recommendation by the respective sub-county committee, appoint for each sub-county, any person or class of persons to be authorised officers for purposes of this Act.

(2) The Governor shall issue a certificate of appointment to every person appointed under this section.



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

- (b) consumption of that drink is acceptable before or while engaging in driving, operating machinery, sports or other activities that require concentration in order to be carried out safely;
- (c) that the alcoholic drink has a therapeutic value or that it has the ability to prevent, treat or cure any human disease;
- (d) that it is wrong or foolish to refuse that drink.

(2) A person who contravenes any of the provisions of this section commits an offence and shall, on conviction, be liable to a fine not exceeding five hundred thousand shillings, or to imprisonment for a term not exceeding three years, or to both.

50. (1) No person shall promote, sell or consume an alcoholic drink— Promotion at underage events.

- (a) at any event or activity associated with persons under the age of eighteen years;
- (b) using such things or materials that are associated with persons under the age of eighteen years.

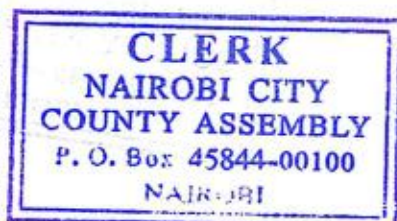
(2) Any person who contravenes the provisions of this section commits an offence and shall be liable to a fine not exceeding five hundred thousand shilling or imprisonment for a term not exceeding three years or to both such fine and imprisonment.

51. (1) No person shall promote any alcoholic drink in such a manner as to encourage more consumption of an alcoholic drink in order to win an award or prize. Encouraging consumption.

(2) A person who contravenes any of the provisions of this section commits an offence and shall, on conviction, be liable to a fine not exceeding five hundred thousand shillings, or to imprisonment for a term not exceeding three years, or to both.

52. (1) No person shall, on behalf of another person, with or without consideration, publish broadcast or otherwise disseminate any promotion that is prohibited by this Part. Communication media.

(2) No person shall, by means of a publication that is published outside Kenya, or a broadcast that originates



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

manufacturer, importer, exporter, distributor or retailer of any alcoholic drink under this Act;

- (b) was a manufacturer, importer, exporter, distributor or retailer of any alcoholic drink or the owner or manager of any premises contemplated under this Act, shall, within nine months of such commencement, comply with the requirements of this Act.

**FIRST SCHEDULE
TYPES OF LICENCES**

The following licences may be granted under this Act—

1. Brewer's Licence

Subject to the conditions specified in the licence, a brewer's licence authorizes the holder to—

- (a) brew and store the brewed alcoholic drink in his depot;
- (b) sell the product of his brewery by wholesale in accordance with the conditions that are for the time being, applicable to a holder of a wholesale licence or by delivery from depot; and
- (c) bottle the alcoholic drink subject to such conditions as may be prescribed.

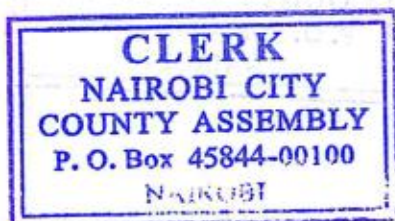
For the purposes of this paragraph, "depot" means premises of whatever description which are occupied by a brewer for of his trade.

2. Wholesale Licence

A wholesale licence authorizes the licensee to sell alcoholic drink at the premises specified in the licence, subject to such conditions as may be prescribed.

3. Retail Licence

A retail licence authorizes the licensee to sell an alcoholic drink on the premises, at the hours and subject to such other conditions as are specified in the licence.



FORM 2 (s. 16(3))

NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL ACT
APPLICATION FOR THE GRANT OR RENEWAL OF A LICENCE TO
MANUFACTURE OR PRODUCE AN ALCOHOLIC DRINK

Name of applicant-----

Type of business-----

(a) Sole proprietorship (the business is owned by one person)-----

Personal Identification Number -----

(b) Partnership -----

Names, Postal Addresses and Phone Contacts of the Partners -----

Contact Person-----

Limited Liability Company

Name, Postal Address and Phone Contacts of the Directors -----

Contact person-----

Postal Address-----

Physical Address (exact place of manufacture) -----

Tel -----

Fax ----- E-mail -----

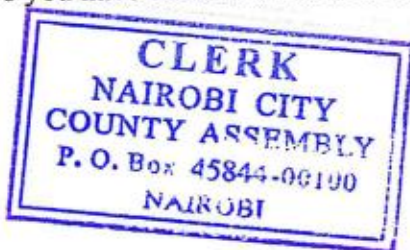
Road/Estate/Ward -----

Business Registration No* or Certificate of Incorporation No*-----

Is this a New/Renewal application? -----

If Renewal, provide details of No of Certificate-----

Do you have manufacturer's certification? Yes* ----- No -----



FORM 4 (s. 16(5))

NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL ACT
APPLICATION FOR *TRANSFER/ REMOVAL OF ALCOHOLIC
DRINK LICENCE

[To be completed in triplicate]

- 1. Name of applicant -----
- 2. Applicant's postal address -----
- 3. Type and number of licence held -----
- 4. Address of premises specified therein -----
- 5. Name of transferee/address of premises to which it is desired to remove licence.

Date

Signature of Applicant

FORM 5 (s. 16(6))

NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL ACT
APPLICATION FOR A *TEMPORARY ALCOHOLIC DRINK
LICENCE/TEMPORARY EXTENSION ALCOHOLIC DRINK
LICENCE

- 1. Name of Applicant -----
- 2. Applicant's postal address -----
- 3. Type and number of licence held -----
- 4. Type of licence required -----
- *5. Address to which temporary licence should be made applicable -----

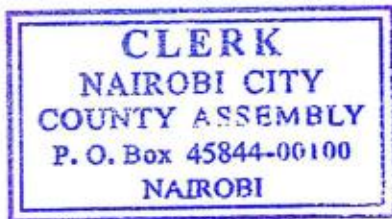
- *6. Period for which temporary licence required -----

- *7. Extension times applied for -----

Date-----

Signature of Applicant -----

* Delete where not applicable.



No. 3 Nairobi City County Alcoholic Drinks Control and Licensing 2014

11. State whether any limit is imposed on temporary membership, and whether temporary members are required to pay both entrance fees and subscriptions -----

12. Particulars of the applicant's office or position in the club

I, ----- the applicant, hereby declare that the foregoing particulars are correct in every detail.

Date -----

Signature of Applicant -----

FORM 7 (s. 16 (6))

**NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL ACT
ALCOHOLIC DRINKS LICENCE**

TYPE OF LICENCE -----

LICENCE No. -----

This alcoholic drink licence is granted under the provisions of the Nairobi City County Alcoholic Drinks Control Act, 2014 to in respect of premises situate at -----

[Full details of premises to be inserted by issuing officer]

This licence is granted subject to the provisions of the Nairobi City County Alcoholic Drinks Control Act, 2014 and to the following conditions -----

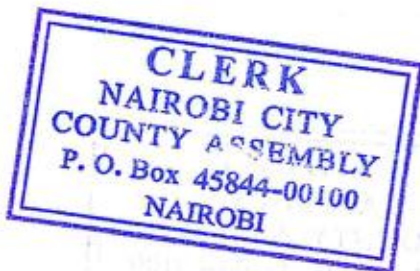
This licence shall expire on -----

Fees paid: KSh. -----

Date of issue -----

Chairman, -----

Sub-county Committee -----



No. 3 *Nairobi City County Alcoholic Drinks Control and Licensing* **2014**

----- o'clock in the afternoon until -----
o'clock in the -----noon on -----

This temporary extension alcoholic drink licence is granted subject to the provisions of the Nairobi City County Alcoholic Drinks Control Act, 2014 and to the following conditions -----

Fee paid: KSh. -----

Date of issue -----

Chairman-----

Sub-county Committee-----

FORM 10 (s. 16 (6))

NAIROBI CITY COUNTY ALCOHOLIC DRINKS CONTROL ACT
ASSURANCE THAT A ALCOHOLIC DRINK LICENCE WILL BE ISSUED

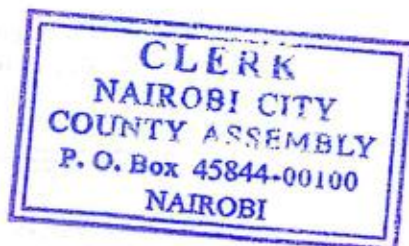
Sub-county Committee -----
----- of ----- having satisfied me that he has an interest in premises to be built/being built* at ----- for the purpose of being used for the sale of alcoholic drink for consumption therein, and having supplied me with a signed copy of the plans of the premises, he is hereby assured that, on completion of the premises in accordance with the signed plans, and subject to the provisions of, the Nairobi City County Alcoholic Drinks Control Act, 2014 he/she will be granted a ----- alcoholic drink licence.

Fee paid: KSh. -----

Date of issue -----

Chairman -----

Sub-county committee -----



No. 3 *Nairobi City County Alcoholic Drinks Control and Licensing* **2014**

	<p>(c) Authorised to sell alcoholic drink during weekends and public holidays during the hours of 2.00pm to 11.00 pm.</p> <p>Provided that closure shall not be more than one hour from the authorized selling time.</p>
6. Club alcoholic drink licence (members club)	Authorized to sell alcoholic drink to members on any day of the week at any hour.
7. Proprietary club (including night club)	<p>Authorized to sell alcoholic drink:</p> <p>(a) From Monday to Friday during the hours of 7.00 p.m to 3.00 am.</p> <p>(b) During weekends and Public Holidays during hours of 7.00 p.m to 3.00 am</p> <p>Provided that closure shall not be more than one hour from the authorized selling time.</p>
8. Theatre alcoholic drink licence	<p>Authorized to sell alcoholic drink during the hours of 5.00 p.m to 11.00 pm</p> <p>Provided that closure shall not be more than one hour from the authorized selling time.</p>
9. Travellers' alcoholic drink licence	Authorized to sell alcoholic drink on any day of the week at any hour to persons bona fide travelling by train or air.
10. Railway restaurant car alcoholic drink licence	Authorized to sell alcoholic drink at any hour
11. Temporary or occasional licence	Authorized to sell alcoholic drink on the day and during the hours stipulated in the Licence by the sub-county committee for the purposes of specific occasions, ceremonies or events as indicated in the application

CLERK
NAIROBI CITY
COUNTY ASSEMBLY
 P. O. Box 45844-00100
NAIROBI