

# COUNTY GOVERNMENT OF KILIFI



## Directorate of liquor control and licensing

### KILIFI COUNTY LIQUOR CONTROL ACT, 2015

The Act seeks to provide for the Control and Regulation of the production, sale, distribution, consumption and outdoor advertising of liquor in Kilifi County. For the purpose of Administration of this Act, we have two zones.

- (a) Kilifi Northern Region-comprising of Kilifi North, Malindi, Magarini and Ganze Sub-Counties:
- (b) Kilifi Southern Region- comprising of Kilifi South, Rabai and Kaloleni Sub Counties;

#### **General requirements and Application procedures for Licenses:**

1. All requested documents MUST be produced in triplicate
2. Original document should be in one file.
3. Two Photostat copies should be put in two separate files.

#### **Application for Liquor licenses.**

1. Applicant should make application in the prescribed form of County Government of Kilifi- Directorate of Liquor Control and Licensing and pay a non-refundable application fee of **Ksh.1000/= (Kenya shillings one thousand only) to Kenya Commercial Bank Ltd.**  
Branch: **Kilifi**  
Account Name: **KCG- Kilifi Liquor Control Fund Account.**  
Account Number: **1184369607**  
Swift Code: **KCBLKENX.**
2. Original of Alcohol drinks previous license in case of renewal of license.
3. Identification document for the owner.
4. Identification Documents for the workers. All employees of the Business Premise **Must** provide copies of their identification documents.
5. Medical Certificate for those handling liquor; must be valid and provided for all workers.
6. Pin Certificate of owner, of the business (applicant) and directorate for corporate bodies. The owner to provide His/ Her or for the registered business name.
7. VAT Certificate/Tax compliance certificate from KRA.
8. Report from the sub County Physical planning officer.

9. Certificate of verification from weight and measures for the (bars that dispenses alcoholic beverages)
10. Public health certificate report or public health inspection approval documents signed by the officer in charge of public health in the Sub County.
11. Name of person responsible for the day to day management of the business
12. A sketch map describing the location of the premise
13. Physical Address indicating name of the area where business is located, name of the building and plot number where applicable.
14. A report from the Police Office indicating the security of the location of the business premise. The trading name where applicable to be included in the License.
15. Constitution and the details of ownership of the premise where the members' club license is applied for and copy of annual returns submitted to the registrar of the societies. To be provided by the members club.
16. Membership list of members club. To be provided by the clubs.
17. NEMA/Environment Certificate in regards to noise pollution Control by Proprietary Clubs, discotheques and night clubs. To be issued by the NEMA office.

All the correspondence should be addressed to:

**The Director;**

**Directorate of Liquor Control and Licensing**

**Department of ICT, Culture and Social Services**

**County Government of Kilifi**

**P.O.Box 519-80108**

**Kilifi.**

**Contact Director**

**Cell Phone: 0722-731-351**

**: 0733-164-366**

**Chairperson Kilifi Northern Region:**

**Cell Phone: 0725-806-472**

**Chairperson Kilifi Southern Region:**

**Cell Phone: 0723-648-290**