



# REPUBLIC OF KENYA



COUNTY GOVERNMENT OF  
NYANDARUA

DEPARTMENT OF YOUTH, SPORTS, GENDER AND SOCIAL SERVICES

NYANDARUA COUNTY ALCOHOLIC DRINKS MANAGEMENT COMMITTEE

## NYANDARUA COUNTY ALCOHOLIC DRINKS LICENSES' APPLICATION FORM

APPLICATION No. ....

KINDLY FILL THE FORM IN TRIPLICATE

(Please Fill the Application in **BLOCK LETTERS** and Tick  where applicable)

### TYPE OF LICENCE APPLIED FOR:

RETAIL

WHOLESALE

DISTRIBUTOR

MANUFACTURER

1. NAME OF APPLICANT			
TITLE:	SURNAME:	FIRST NAME:	MIDDLE NAME:
Mr./Mrs.M/s.			
ID/PASSPORT NO:		PHONE NO:	
KRA PIN NO:		ALTERNATIVE PHONE NO:	
GENDER	M <input type="checkbox"/> F <input type="checkbox"/>	EMAIL ADDRESS:	
DESIGNATION OF APPLICANT. (Owner, Director, Manager etc)			
IF IT IS AN ENTITY:			
NAME OF THE ENTITY:			
PHONE NO:		ENTITY KRA PIN NO:	
ALTERNATIVE PHONE NO:		EMAIL ADDRESS:	
2. APPLICANTS POSTAL ADDRESS:			
PO.BOX:		CODE:	



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#### 3. PHYSICAL ADDRESS WHERE THE PREMISE IS LOCATED

*(Give sufficient details to adequately identify the premise)*

SUB-COUNTY:	
WARD:	
VILLAGE/TOWN:	
STREET/ ROAD	
NAME OF BUILDING WHERE THE PREMISE IS LOCATED	
PLOT NO:	

#### 4. NAME OF THE BUSINESS PREMISES (Business Name):

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#### 5. PREMISE DETAILS

##### i. Size of the premise

Length in Fts:		Width in Fts	
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##### ii. Type of structure

Temporary	<input type="checkbox"/>	Semi-Permanent	<input type="checkbox"/>	Permanent	<input type="checkbox"/>
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##### iii. Type of floor

Tiled	<input type="checkbox"/>	Not tiled	<input type="checkbox"/>
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*If not tiled describe the type of floor: .....*

##### iv. Distance from learning or public institution in:

Kilometres:..... Metres:.....

##### v. When was the alcoholic drinks premise established?

(Date/Month/Year) ..... / ..... /.....

##### vi. Has the business location changed since it was established?

Yes  No

#### 7. FOR RENEWAL, INDICATE YOUR EXPIRING LICENSE NUMBER

.....



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<b>8. PERIOD OF YOUR LICENSE; (DATE/MONTH/YEAR)</b>					
Date      Month      Year			Date      Month      Year		
From: ..... / ..... / .....			To: ..... / ..... / .....		
<b>9. IS THE BUSINESS LICENSED IN ANOTHER COUNTY?</b>					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
<i>If <b>YES</b> attach a copy of the license/s</i>					
<b>10. IS THE BUSINESS CERTIFIED BY THE KENYA BUREAU OF STANDARDS?</b>					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
<b>11. ARE YOU ABOVE THE AGE OF EIGHTEEN (18)?</b>					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
<b>12. HAVE YOU BEEN DECLARED BANKRUPT?</b>			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>13. HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE?</b>			YES <input type="checkbox"/>	NO <input type="checkbox"/>	



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#### **Attach a copy of following documents:**

- a. Identity card
- b. KRA pin
- c. Prove of payment of application fee
- d. Tax compliance certificate of the applicant
- e. If renewal, previous license.
- f. If manufacturer or distributor -Kenya Bureau of Standards Certificate
- g. If manufacturer - NEMA Certificate.
- h. Business registration certificate or certificate of Incorporation if it is a registered Company

#### **Note:**

- *For applicants with more than one premises, please fill in an application form for each premises.*
- *The County Government reserve the right to deny issuance of an alcoholic drink license if an applicant does not meet the required conditions as per the legal requirement*
- *Late applications will not be considered*
- *Misrepresentation of facts during application will lead to automatic disqualification and it amounts to a criminal offence*
- *Applicants have to sign a declaration form and it has to be witnessed by a commissioner of oath failure to which the application will automatically be rejected*
- *Alcoholic drinks businesses owned by **Public Servants** are not eligible to apply. Their application will automatically be disqualified.*
- *Applicants must have registered their business whether as a business name or a company*

#### **For official use only**

Application received by:

Name.....Signature .....Date.....

Designation.....

Official stamp.....



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#### **NYANDARUA COUNTY ALCOHOLIC DRINKS DECLARATION FORM**

DECLARATION FOR SUITABILITY OF ISSUANCE/RENEW OF A LICENSE UNDER PART (III) (IV) (V) (VI) OF NYANDARUA COUNTY ALCOHOLIC DRINKS CONTROL REGULATIONS 2021(Nyandarua Legislative Supplement No. 3).

Name of Applicant:.....

Address of the Applicant:  
.....

Location of proposed premises:  
.....

State Plot No:.....Sub-County:.....ward:.....

I/WE ..... holders of identity card number/ business/ incorporation number ..... the applicant (s)herein do hereby make oath and state as follows: -

1. THAT I/we have read and understood the contents of the Nyandarua County Alcoholic Drinks Act 2019 and Nyandarua County Alcoholic Drinks Control Regulations 2021 thus:
2. THAT the premises location is not within 300 meters distance from the nearest learning institutions, hospital or public offices and in the alternative there is a concrete wall encircling the entire perimeter of the premise and not less than eight (8) feet in height.
3. THAT the premise is not situated in an area that offends public interest, residential area, and/ or agricultural land.
4. THAT the premises size and/ or partitions is per the conditions set out in the regulations for the intended License.
5. THAT the premise is well ventilated, has a constant water supply, and has toilets for both genders and is in good sanitary conditions as set out under the Public Health Act.
6. THAT the premises comply with the National Environment Management Authority regulations on noise and waste management.
7. THAT the premise has a conspicuous warning sign restricting access to persons below the age of eighteen (18) years.
8. THAT the premise has a code of ethics for the employees.
9. THAT I/WE undertake to have the contact number and information of the person in charge displayed in a conspicuous area within the premises.
10. THAT I/WE undertake to operate the premises within the licensed hours.
11. THAT I/WE undertake not to sell adulterated alcohol.
12. THAT I/WE undertake not to sell alcohol in plastic or polythene containers



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13. THAT I/WE undertake to only sell alcoholic products approved by Kenya Bureau of Standards and Nyandarua County Government
14. THAT I/WE acknowledge that citizens have the right to report to the relevant authority any breach of the laws governing alcoholic drinks
15. THAT I/WE agree and authorize the Management committee to issue or renew the license subject to compliance of the terms as set out in Nyandarua County Alcoholic Drinks Act 2019 and Nyandarua County Alcoholic Drinks Control Regulations 2021, or any other law.
16. THAT I/WE agree and authorize the Management committee to cancel the license without further notice to me/us in the event that I/we do not comply with the provisions of the law.
17. THAT I swear in support of my application for the issuance/Renew of license by the Nyandarua County Management Committee.
18. THAT the information given in this application including attachments thereto is true and correct to the best of my knowledge and belief

1. Name.....Signature.....  
.....

Designation.....Date: .....

2. Name.....Signature.....

Designation.....

Date:.....

Witnessed by Commissioner for Oaths:

Name .....

Signature..... Date:.....