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***TANA RIVER COUNTY GAZETTE
SUPPLEMENT***

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THE TANA RIVER COUNTY LIQUOR LICENCING ACT, 2016**No. 20 of 2016***Date of Assent: 27th September, 2016**Date of Commencement: See Section One*

AN ACT of the County Assembly of Tana River to provide for liquor licencing to give effect to sub-paragraph 4(c) of Part 2 of the Fourth Schedule of the Constitution and for connected purposes

ENACTED by the County Assembly of Tana River as follows—

PART I—PRELIMINARY**Short Title and Commencement**

1. (1) This Act may be cited as the Tana River County Liquor Licencing Act, 2016 and shall come into operation on such date as the County Executive Committee Member may, by notice in the *Gazette*, appoint but not later than one year after publication of the Act.

Interpretation

2. In this Act unless the context otherwise requires—

“alcohol” means the product known as ethyl alcohol or any product obtained by fermentation or distillation of any fermented alcoholic product, rectified either once or more often, whatever the origin, and shall include synthetic ethyl alcohol, but shall not include methyl alcohol and alcohol completely denatured in accordance with the prescribed formulas;

“alcoholic drink” includes alcohol, spirit, wine, beer, traditional alcoholic drink, and any one or more of such varieties containing one-half of one per cent or more of alcohol by volume, including mixed alcoholic drinks, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being;

“Administrator of the fund” means a person designated as such under this Act;

“authorised officer” means an authorised officer appointed under this Act;

“Board” means the board established under section 4;

“Chief Officer” means Chief Officer for the time being responsible for matters relating to control of alcohol;

“County Executive Committee Member” means County Executive Committee Member for the time being responsible for matters relating to control of alcohol;

“entity” includes a company, corporation, firm, partnership, association, society, trust or other organisation, whether incorporated or not;

“licencee” means a person who holds a licence granted under this Act;

“manager” in relation to—

- (a) a cinema or theatre, includes an assistant manager, a person holding an office analogous to that of a manager or assistant manager of the cinema or theatre or any person in charge or in control of the cinema or theatre;
- (b) a health institution, includes the owner or a person in charge or in control of the health institution;
- (c) a specified building, includes the owner, occupier, lessee or the person in charge or in control of the specified building;

“manufacture” means the processing of or preparing an alcoholic drink and includes the packaging, labelling, distribution or importation of an alcoholic drink for sale in Kenya;

“manufacturer”, in respect of an alcoholic drink, includes any entity that is involved in its manufacture, including an entity that controls or is controlled by the manufacturer, or that is controlled by the same entity that controls the manufacturer;

“retailer” means a person who is engaged in a business that includes the sale of any alcoholic drink to consumers;

“sell” includes—

- (a) barter or exchange without use of money;
- (b) offer or expose for sale, barter or exchange without use of money;
- (c) supply, or offer to supply, in circumstances in which the supplier derives or would derive, a direct or indirect pecuniary benefit;
- (d) supply or offer to supply, gratuitously but with a view of gaining or maintaining custom, or otherwise with a view for commercial gain.

Object and Purpose

3. The object and purpose of this Act is to establish a legislative framework to licence liquor in the county.

PART II—ADMINISTRATION OF LIQUOR CONTROL

Establishment of the Board

4. (1) There is established a Board to be known as the Liquor Control Board.

(2) The Board shall comprise of—

- (a) a Chairperson who shall be appointed by the Governor with the approval of the County Assembly;
- (b) four members appointed by the County Public Service Board with the approval of the County Assembly;
- (c) one member to represent the Chamber of Commerce appointed by the Governor;
- (d) the Chief Officer who shall be the secretary to the board.

(3) In appointing the Chairperson and members of the Board, the Governor and the County Assembly shall ensure that—

- (a) the Board reflects the regional and ethnic diversity of the people within the county; and
- (b) not more than two-thirds of the members are of the same gender.

Appointment and Qualifications of Chairperson and Members

5. (1) The appointment and nomination of the Chairperson and members of the Board shall be—

- (a) carried out in a competitive and transparent manner;
- (b) based on merit; and
- (c) in line with the constitutional requirements for public service.

(2) A person is qualified for appointment as Chairperson or member of the Board if that person—

- (a) is a citizen of Kenya;
- (b) holds a degree from a recognised university;

- (c) has knowledge and working experience of at least five years in the relevant field; and
- (d) meets the requirements of leadership and integrity set out in chapter six of the Constitution.

(3) A person shall not be qualified for appointment as the Chairperson or as a member under section (1) if such person—

- (a) is of unsound mind;
- (b) is an un-discharged bankrupt; or
- (c) has been removed from office for contravening the provisions of the Constitution or any other written law.

Functions of the Board

6. The Board shall—

- (a) receive and consider applications for liquor licences in accordance with this Act;
- (b) advice the County Executive Committee on matters of policy relating to control and regulation of liquor;
- (c) collaborate with relevant government agencies for effective implementation of this Act;
- (d) carry out civic education in collaboration with other public and private stakeholders on liquor control in the county;
- (e) facilitate citizen participation in matters related to liquor control;
- (f) enforce the provisions of this Act; and
- (g) perform any other function as may be determined by the County Executive in accordance with this Act.

Powers of the Board

7. (1) The Board shall have all the powers necessary for the proper performance of its functions under this Act.

(2) Without prejudice to the generality of the provisions of subsection (1), the Board shall have power to—

- (a) enter into agreements or arrangements with any institution, association or professional organisations as the Board may consider appropriate in furtherance of the purpose for which the Board is established;

- (b) enforce set standards regarding control and regulation of liquor;
- (c) manage, supervise, secure and administer the assets of the Board in such manner as best promotes the purpose for which the Board is established;
- (d) delegate any of its powers to any officer, employee, agent, section or committee of the Board; and
- (e) undertake any other activity necessary for the fulfillment of any of its functions under this Act.

Oath or Affirmation of Office

8. The Chairperson and members of the Board shall, before assuming office, take and subscribe to the oath or solemn affirmation of office prescribed in the First Schedule.

Committees of Board

9. (1) The Board may establish committees for the better carrying out of its functions.

(2) A committee established under subsection (1) may comprise members of the Board and such other co-opted persons whose knowledge and skills may be necessary for the effective discharge of the functions of the Board.

(3) The Board may delegate to a member, an employee, a committee or agent, the exercise of any of its powers or the performance of any of the functions under this Act.

(4) A person to whom any power has been delegated in accordance with subsection (3) shall be an authorised officer for purposes of this Act.

(5) Despite subsection (4), the following officers shall be authorised officers for purposes of this Act—

- (a) a public health officer appointed under the provisions of any law;
- (b) medical officers; and
- (c) other persons under whom any written law vests functions of the maintenance of law and order.

Terms of the Office

10. (1) The Chairperson shall be appointed for a term of three years and is eligible for re-appointment for another one term.

(2) A member of the Board shall be appointed for a term of three years and is eligible for re-appointment for another one term.

Remuneration

11. The Chairperson and Members of the Board shall be paid such allowances and benefits as the County Public Service Board shall, on the advice of the Salaries and Remuneration Commission, determine.

Removal from Office

12. (1) The Chairperson or a member may be removed from office for—

- (a) inability to perform the functions of the office arising out of physical or mental incapacity;
- (b) gross misconduct;
- (c) incompetence or negligence of duty;
- (d) bankruptcy;
- (e) being found guilty of professional misconduct by the relevant professional body;
- (f) in any particular case, failure to declare his or her interest in any matter being considered or to be considered by the board or committee; or
- (g) absence from three consecutive meetings of the Board without a reasonable explanation.

(2) The Chairperson or member may be removed from office on any of the grounds in subsection (1) by—

- (a) the County Public Service Board;
- (b) the Board, supported by the vote of at least two-thirds of the members of Board; or
- (c) upon petition by the residents of a County.

(3) Before a member is removed from office under subsection (2), the member shall be given opportunity to provide a defence against any of the allegations against him or her.

Vacation of Office

13. A person shall cease to be a member of the Board if that person—

- (a) resigns in writing to the Governor;
- (b) is convicted of a criminal offence and sentenced to a term of imprisonment of not less than six months;

- (c) is declared bankrupt;
- (d) is unable to perform the functions of his or her office by reason of mental or physical infirmity;
- (e) ceases to be a member of the nominating bod under section 4(3); or
- (f) dies.

Filling of Vacancy

14. Where a vacancy occurs in the membership of the Board under section 12 or 13, the Governor shall appoint a new member in accordance with the provisions of this Act.

Meetings

15. (1) The business and affairs of the Board shall be conducted in accordance with the Second Schedule.

(2) The Board may invite any person to attend any of its meetings and to participate in its deliberations, but that person shall not vote on any matter requiring decision of the Board.

Employees of the Board

16. The County Public Service Board may appoint technical staff and other employees as may be necessary for the proper discharge of the functions of the Board under this Act, and upon such terms and conditions of service as the County Public Service Board may determine.

County Liquor Licencing Review Committee

17. (1) There is established the Tana River County Liquor Licencing Review Committee.

(2) The committee shall comprise—

- (a) the County Executive Committee Member who shall be the Chairperson;
- (b) the Chief Officer in Charge of Health;
- (c) the Chief Officer in Charge of Culture and Social Services;
- (d) the Chief Officer in Charge of Trade and Tourism;
- (e) the County Police Commander;
- (f) two residents of the County appointed by the Governor, one to represent the youth, one to represent persons with disabilities and the two shall be of opposite gender;

- (g) A person representing the industry, jointly nominated by the associations referred to under section 4 (3) and appointed by the Governor;
- (h) the Chairperson of the Board who shall be the Secretary;
- (3) The Committee shall be responsible for reviewing appeals on decisions made by the Board.
- (4) The Committee shall sit at least two times every year, and may, subject to the provisions of this Act, regulate its own procedure.
- (5) The Board shall provide administrative services to the Committee.
- (6) Any person aggrieved by the decision of the Committee may appeal to the High Court.
- (7) The County Executive Committee Member may make regulations generally to give full effect to this section.

Protection from Personal Liability

18. No matter or thing done by a member or any officer, employee or agent of the Board or other office established under this Act shall, if the matter or thing is done in good faith while executing the functions, powers or duties conferred by this Act, render the member, officer, employee or agent personally liable for any action, claim or demand whatsoever.

Establishment of the Fund

19. (1) There is established a fund to be known as Tana River County Alcoholic Drinks Control Fund.

- (2) The Fund shall consist of—
 - (a) monies as may be appropriated by the county assembly;
 - (b) licence and other fees as may be payable under this Act;
 - (c) sums as may be realized from property forfeited to the county government under this Act;
 - (d) sums received, including contributions, gifts or grants from or by way of testamentary bequest by any person;
 - (e) moneys earned or arising from any investment of the Fund; and
 - (f) 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 capital and recurrent expenditure relating to—

- (a) carrying out the functions of the Board;
- (b) setting up sub-county and other committees;
- (c) providing rehabilitation facilities;
- (d) funding community development projects; and
- (e) funding any other matter authorized under this Act; Establishment of the Fund.

Administration on the Fund

20. (1) The Fund shall be administered by a person appointed by the County Executive Committee Member.

(2) The Administrator of the Fund shall ensure that money held in the Fund, including any earnings and accruals is spent only for the purposes for which the Fund is established.

(3) The Administrator of the Fund—

- (a) with approval of the Board may, impose conditions and restrictions on the use of the Fund;
- (b) shall prepare accounts for the Fund for each financial year;
- (c) not later than three months after the end of each financial year, submit financial statements relating to those accounts to the Auditor-General;
- (d) shall furnish such additional information as may be required for the purpose of examination and audit by the Controller of Budget and Auditor-General; and
- (e) shall present the financial statements to the County Assembly.

(4) The Administrator of the Fund shall ensure that the accounts for the Fund and the annual financial statements relating to those accounts comply with the requirements of the Public Finance Management Act and the Public Audit Act.

(5) Every statement of account prepared under this section shall include details of the balances between the assets and liabilities of the Fund and shall indicate the financial status of the Fund as at the end of the financial year concerned.

PART III—LICENSING**Control of Alcoholic Drinks**

21. (1) A person shall not—

- (a) manufacture or otherwise produce;
- (b) sell, dispose of, or deal with any alcoholic drink except as provided under this Act or in accordance with a license issued under this Act.

(2) Subsection (1) shall not apply to—

- (a) the bona fide administration or sale for purely medical purposes, and in accordance with any written law for the time being in force governing the administration and sale of medicine by—
 - (i) a medical practitioner,
 - (ii) a veterinary surgeon registered under the Veterinary Surgeons Act (Cap. 366); or
 - (iii) a pharmacist registered under the Pharmacy and Poisons Act (Cap. 244), of a medicine containing alcoholic drink;
- (b) the sale of spirituous or distilled perfume, or perfumery;
- (c) the sale of industrial alcohol;
- (d) the sale by auction by an auctioneer, licensed under the Auctioneers Act, 1996 (No. 5 of 1996), of an alcoholic drink in quantities not less than those authorized to be sold under a wholesale alcoholic drink licence belonging to a wholesale dealer, on the licensed premises of the dealer;
- (e) the sale by a deceased person's legal personal representative of an alcoholic drink forming part of the estate of the deceased person;
- (f) the sale by a trustee in bankruptcy of an alcoholic drink forming part of the bankrupt's estate;
- (g) the sale by the liquidator of a company of an alcoholic drink forming part of the company's assets;
- (h) the sale of alcoholic drink at County Assembly Buildings, if sold with the permission of the Speaker of the County Assembly; and

- (i) the sale of alcoholic drink to the members only of any canteen, club, institute, mess or similar institution of the disciplined forces:

(3) Subsection (2) does not apply to any canteen, club, institute, mess or similar institution operated by a person for personal profit.

Application for Licence

22. (1) A person intending to manufacture or otherwise produce any alcoholic drink in the County or to operate an establishment for the sale of an alcoholic drink shall make an application in a prescribed form to the Board specifying where the premises is to be situated and shall pay a prescribed fee.

(2) The application under subsection (1) shall contain—

- (a) a comprehensive proposal on the nature, orientation and other justification for the establishment of the alcoholic plant or establishment for sale;
- (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) certification from Kenya Bureau of Standards for a manufacturer's license;
- (d) such other matters as may be prescribed.

(3) The Secretary shall, within twenty-one days or such other time the secretary may determine, after the submission of an application for a licence, prepare a notice convening a meeting of the Board setting forth—

- (a) the names of all applicants;
- (b) the types of licences applied for;
- (c) the premises in respect of which the licences are applied for; and
- (d) the time, date and place of the meeting, and shall forthwith cause a copy of the notice to be—
 - (i) published in a newspaper circulating within the county;
 - (ii) posted in some conspicuous place within the Board's offices;
 - (iii) sent to the county medical officer of health; and

(iv) sent to any other relevant office.

(4) The Board shall, within twenty-one days of receipt of the application under subsection (1)—

- (a) record and serialize the applications;
- (b) inspect the premises to ascertain that they are suitable with regard to the nature of the licence sought;
- (c) cause a public health officer to inspect the premises to ascertain that they meet the occupational health and safety requirements the relevant laws; and
- (d) ascertain or cause to be ascertained any other matter as may be by law required.

Objection to an Application for a Licence

23. (1) Any person may lodge objection to an application with the Board.

(2) Every objection to an application shall be made in writing to the Chairperson, and the objector shall, at least seven days before the hearing of the application, serve the applicant with a copy of the objection together with the grounds of the objection.

(3) The Board may of its own motion take notice of any matter or thing which, in the opinion of the Board, constitutes an objection to an application, whether or not any objection has been otherwise lodged.

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

Consideration of an Application

24. (1) At the meeting convened pursuant to section 24 (3), the Board shall consider the application and examine the applicant to ascertain all conditions and requirements under this Act are met.

(2) Every applicant for a license under this Act shall appear before the Board in person or such other manner as the Board may permit, and shall satisfy the Board that there is need for the grant of a licence of the type applied for in the particular locality in respect of which the application is made.

(3) Without prejudice to the generality of subsection (1) the Board shall, before issuance of any license, ensure that—

- (a) the premises are suitable to the nature of the license being sought;

- (b) the premises conform to the requirements of the occupational health and safety regulations;
- (c) the applicant possesses the infrastructure and equipment necessary to carry out the business applied for;
- (c) the applicant for a license to brew, distil, manufacture, or bottle an alcoholic drink possesses the necessary qualifications and relevant requirements stipulated under the Standards Act or any other law.

(4) The Board shall maintain records of all its proceedings, and, in particular, of the purpose for which an application was made, and notes of the evidence given and of the arguments adduced and the decision of the court thereon.

Grant of a Licence

25. (1) The Board shall, after considering the application under section 24, indicate in writing whether it objects to the grant of the licence applied for.

(2) Where the Board has no objection to the application, it shall grant a licence to the applicant upon payment of the prescribed fee.

(3) The licence issued shall be in such form as may be prescribed and subject to such conditions as the Board may consider fit.

(4) Where the Board is not satisfied with the application under subsection (1), it may—

- (a) reject the application giving reasons and notify the applicant accordingly within thirty days of the decision to reject; or
- (b) make comments and recommendations thereon and return it to the applicant within thirty days.

(5) The applicant to whom the application is returned under subsection (4) (b) may re-submit a revised application within six months of the date of notification.

(6) On receipt of any revised application under subsection (5), the Board shall, within three months determine the application in accordance with this Act and upon such determination, if satisfied, issue a licence.

(7) Where the Board grants a licence under this section it shall, publish the grant in the County Gazette.

Provisional Licence

26. (1) Where premises are about to be constructed or reconstructed or are in course of construction or reconstruction for the purpose of being

used for the sale of alcoholic drinks for consumption on such premises, any person having an interest in the premises may apply in the prescribed form to the Board 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 22 to 25 shall apply to such applications, which shall be accompanied by a signed copy of the plans of such premises.

(3) The Board 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 Board 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 Board shall not issue a licence if, between the date of the giving the assurance and the date of completion of the premises, the applicant becomes a person ineligible to be issued with a license under this Act.

Person not Eligible for a Licence

27. (1) The Board shall not grant a new licence or transfer a licence to any person who—

- (a) has failed to satisfy the Board, if called upon to do so, of his good character and standing in relation to the expectations in this Act;
- (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;
- (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;

- (d) in the case of a retail licence, is not resident in Kenya;
- (e) is under eighteen years of age; or
- (f) is an undischarged bankrupt.

(2) The Board may refuse to renew an existing licence only when the Board is satisfied that—

- (a) the licensee is not a fit and proper person to hold the licence;
- (b) the licensee has been convicted of an offence under this Act or any other Act at any time in force regulating the sale of an alcoholic drink;
- (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;
- (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 Board;
- (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 proper sanitary arrangements, or do not comply with the reasonable requirements of the medical officer of health, and the owner of the premises or the licensee refuses or is unable to give satisfactory guarantees that the necessary repairs will be carried out, or due compliance effected, as the case may be, within a time specified by the Board.

Validity and Renewed of Licences

28. (1) Except as otherwise provided in this Act, the Board may, subject to this Part, grant, renew or transfer a licence, and may embody therein such conditions as it may deem appropriate, or it may refuse to grant, renew, transfer, withdraw or cancel a licence.

(2) Every licence and every renewal, transfer, withdrawal or cancellation thereof shall be sufficiently authenticated by the Board.

(3) Every grant, renewal or transfer of a licence shall—

- (a) be subject to the payment of such fee or fees as may be prescribed;

- (b) expire at the end of twelve months from the date of issue;
- (c) specify in the licence the hours within which the sale of alcohol is permitted.

(4) Where an application for the renewal of a licence has been made and the Board has not by the date of expiration of the licence reached a decision thereon, such licence shall continue in force until the decision of the Board is made known.

(5) Where an application for a licence has been refused, or a licence has been cancelled, no subsequent application by the former applicant or licensee for a licence of the same description shall be considered by the Board during the period of six months from the date of such refusal or cancellation, except at the discretion of the Board.

Licences to Body Corporates

29. (1) A licence issued to a body corporate shall be issued in the name of the body corporate.

(2) The Board may require prior disclosure of the chairpersonship of the body corporate or refuse to grant a licence to the body corporate if any of the chairpersons does not qualify to be granted the licence individually.

(3) 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.

Types of Licences

30. (1) The types of licences which may be granted under this Act and the fees payable shall be those specified in the Third Schedule, and the provisions of that Schedule shall have effect in relation to the respective licences therein specified.

(2) Save as otherwise provided in subsection (4), no licence may be granted to apply in respect of more than one premise.

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

(4) A licence may be granted to apply to more than one premise, subject to such conditions as may be specified in the licence and to specification of the addresses of all such premises in the licence.

Transfer of Licence

31. (1) Where a licensee sells or leases or otherwise disposes of the premises or business specified in his licence, he may apply in writing to the Board for the transfer of his licence to the purchaser or lessee or otherwise of such premises, and the Board may grant a transfer of such licence.

(2) No further fee shall be payable in respect of a licence granted under subsection (1) if, at the date of the grant, the licence, which was temporarily transferred, was valid for a period of more than six months.

(3) In the event of the death, bankruptcy or unsoundness of mind of a licensee, or in any similar event to which the Board declares in writing that this section should be applied, it shall be lawful, for the purposes of this Act for the executor, administrator, trustee or manager, as the case may be or any other person approved by the Board, to carry on the business of the licensee without any transfer or grant of a licence either personally or by an agent approved by the Board.

(4) Every person to whom a licence may have been transferred under subsection (1), and every person permitted to carry on a business without a transfer or grant of a licence in pursuance of subsection (3), shall possess all the rights and be liable to all the duties and obligations of the original licensee.

Renewal of Licence

32. (1) If the renewal of a licence is refused, the licensee shall, on payment of the proportionate part of the fee for the appropriate licence, be entitled to a licence of such description and for such period, not exceeding three months, or as the Board may consider necessary for the purpose of disposing of the alcoholic drink or apparatus on the premises, such period to commence on the day after the last sitting of the Board at which the renewal of his licence has been refused, or on the day after the termination of his existing licence, whichever day is the later.

(2) If the grant or renewal of a licence is refused and the licensee appeals against the decision, the licensee shall, on payment of the prescribed fee for the appropriate licence, be entitled, unless the County Executive Committee Member directs otherwise, to a renewal of the licence which is the subject of the appeal to be valid only until the appeal has been heard and determined, such licence to commence on the day after the determination of his existing licence.

Licence to be Displayed

33. (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.

(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) 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 Board 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.

(4) 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.

Reports by Medical Officers and Police officers

34. (1) A medical officer of health or any other authorized person may enter and inspect any licensed premises for the purpose of ascertaining any matter required under this Act.

(2) An officer who inspects any premises pursuant to subsection (1) shall report to the Board any deficient in sanitation or drainage conditions, or state of repair.

(3) A police officer not below the rank of Inspector may without written authority enter and inspect any licensed premises for the purpose of ascertaining whether a report under subsection (1) is required.

(4) A police officer referred to under subsection (1) shall report in writing to the Board every case of breach of any of the provisions of this Act or other law.

Cancellation of Licence

35. (1) Upon receipt of a report made under section 35 the Board shall—

- (a) send, by registered post or other verifiable mode of dispatch, a copy of the report to the licensee concerned, informing him that at a meeting of the Board to be held on a date to be specified, but not less than thirty days there from, the report will be considered by the Board; and

- (b) inform the medical officer of health, authorised officer or the police officer, as the case may be, of the date upon which the Board will consider the report, and require him 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 Board.
- (3) The Board, having duly considered the report and having heard the licensee, if he appears, may, if it deems fit, cancel the licence or make such an order in respect of such licence or the licensed premises specified therein as, in the opinion of the Board, is necessary.
- (4) Any person aggrieved by the decision of the Board upon any such report may within twenty-one days appeal against the decision to the High Court, and the judgment of the High Court on such appeal shall be final.
- (5) Where a licensee whose licence has been cancelled under subsection (3) appeals to the High Court under subsection (4), his licence shall not be deemed to be cancelled until the decision of the High Court is made known.
- (6) The High Court, on an appeal under this section, may confirm or reverse the decision of the Board.
- (7) If a licence is cancelled and no appeal is filed by the licensee against the cancellation, or if such appeal is dismissed by the High Court, the licensee shall be entitled, on payment of the proportionate part of the fee for the appropriate licence, to a licence of such description and for such period, not exceeding three months, as the Board may deem necessary for the purpose of disposing of the alcoholic drink or apparatus on the premises, such licence to run from the date of the decision of the Board or of the High Court as the case may be.

PART IV—OFFENCES

Employment of Underage Persons in the Sale of Alcoholic Drinks

36. (1) A person who knowingly employs—

- (a) a person under the age or apparent age of eighteen years;
- (b) 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,

- (c) to sell, control or supervise the sale of alcoholic drinks or to have the custody or control of alcoholic drinks commits an offence.

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

Obstruction

37. (1) A person shall not knowingly obstruct or make a false or misleading statement to an authorised officer who is carrying out duties under this Act or any other law.

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

General Penalty

38. Any person who commits an offence under this Act for which no other penalty is provided 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.

Nature of Offences

39. (1) Offences under this Act, other than the offences specified under this Act shall be cognizable offences.

(2) Where a corporation, registered society or other similar legal entity commits an offence under this Act, any chairperson or officer of the corporation, society or legal entity who acquiesced in the offence commits an offence and shall, on conviction, be liable to the penalty provided for by this Act in respect of the offence committed by the corporation, society or legal entity, whether or not such corporation, society or legal entity has been prosecuted.

(3) In any prosecution for an offence under this Act, it shall be sufficient proof of the offence to establish that the offence was committed by an employee or agent of the accused.

(4) Any act done or omitted to be done by an employee in contravention of any of the provisions of this Act shall be deemed also to be the act or omission of the employer, and any proceedings for an offence arising out of such act or omission may be taken against both the employer and the employee.

PART V—MISCELLANEOUS PROVISIONS**Regulations**

40. (1) The County Executive Committee Member shall within nine months from the date of enactment of this Act make regulations generally for the better carrying out of the provisions and purposes of this Act.

(2) Without prejudice to the generality of subsection (1), the Regulations may—

- (a) prescribe for conduct in licensed premises;
- (b) restrict access to licensed premises by persons under the age of eighteen years;
- (c) prescribe sale and consumption limits;
- (d) prescribe the hours within which the sale of alcoholic drinks shall be permitted;
- (e) prescribe the forms of applications, notices, licences and other documents for use under the Act;
- (f) prescribe the fees payable under the Act; and
- (g) prescribe or prohibit anything required by this Act to be prohibited.

(3) Without prejudice to subsection (1) the nature and scope of the Regulations shall—

- (a) be for the objects and purpose and set out under section 3 of this Act;
- (b) be limited only to the matters set out in this Act; and
- (c) comply to the drafting standards set out under this Act.

Savings

41. Without prejudice to the provisions of this Act, the Alcoholic Drinks Control Act, 2010 shall continue to apply in the county, save for the matter provided in this Act.

SCHEDULES**FIRST SCHEDULE**

(s. 8)

**OATH OR SOLEMN AFFIRMATION OF
CHAIRPERSON/MEMBER OF THE BOARD**

I.....having been appointed as (Chairperson/Member) of the Board of Liquor Control, do swear/solemnly affirm that I will without fear or favour, affection or ill-will, discharge the functions of the office of (Chairperson/Member) of the Board, and that I will not, directly or indirectly, reveal any matter relating to such functions to unauthorized persons or otherwise in the course of duty.

So help me God.

Signed.....

Sworn/Declared before me this.....day of.....20.....

Before me.....

Signed.....

Magistrate

SECOND SCHEDULE

(s.17)

MEETINGS AND PROCEDURE FOR THE BOARD

1. The Chairperson shall convene the first meeting of the Board.
2. The Board shall decide when and where it meets and the meetings shall be convened by the Chairperson.
3. The Board shall have at least three meetings in every financial year and not more than five months shall elapse between one meeting and the next meeting.
4. Unless three quarters of the members otherwise agree, at least seven days' notice in writing of a meeting shall be given to every member.
5. A meeting shall be presided over by the Chairperson or in his or her absence, by a member elected by the members from among themselves.
6. If any person has a personal or fiduciary interest in any matter before the Board, and is present at a meeting of the Board or any committee at which any matter is the subject of consideration, that person shall as soon as is practicable after the commencement of the meeting, declare such interest and shall not take part in any consideration or discussion of, or vote on any question touching such matter.
7. A disclosure of interest made under paragraph 6 shall be recorded in the minutes of the meeting at which it is made.
8. A person who contravenes paragraph 6 commits an offence and is liable, upon conviction, to a fine not exceeding three million shillings, or to imprisonment for a term not exceeding seven years, or to both.
9. No member or staff of the Board shall transact any business or trade with the Board.
10. Subject to paragraph 11, the quorum of the meeting shall not be less than half of the appointed members.
11. Where there is a vacancy in the Board, the quorum of the meeting shall not be less than three appointed members.
12. A question before the meeting shall be decided with a supporting vote of at least two thirds of the members present.
13. The Board shall keep minutes of proceedings of its meetings and decisions taken.

THIRD SCHEDULE—TYPES OF LICENSES**FORM 1****TANA RIVER COUNTY LIQUOR LICENCING ACT****APPLICATION FOR THE GRANT OR RENEWAL OF A RETAIL LIQUOR LICENCE**

[To be completed in triplicate]

1. Name of applicant

2. Applicant's postal address

3. Address and plot number of premises

[Give sufficient details adequately to identify the premises]

Street, phone number

4. Name by which premises known

5. If for renewal, give expiring licence number

6. Licence to run from to

7. Type of licence applied for

Date

Signature of Applicant

Note:—If the application is for a wholesale alcoholic drinks licence to be applicable to more premises than one, paragraphs 3 and 4 must give particulars of all such premises.

FORM 2**TANA RIVER COUNTY LIQUOR LICENCING ACT****APPLICATION FOR THE GRANT OR RENEWAL OF A
LICENCE TO MANUFACTURE OR PRODUCE AN ALCOHOLIC
DRINK**

1. Name of applicant

2. 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

.....

(c) Limited Liability Company

Name, Postal Address and Phone Contacts of the
Chairpersons.....

.....

.....

Contact person.....

3. Postal Address

4. Physical Address (exact place of manufacture).....

.....

5. Tel

6. Fax

7. E-mail

8. City, Town or Village

9. Business Registration No* or Certificate of Incorporation
No*.....

10. Is this a New/Renewal application?.....

If Renewal, provide details of No

.....

.....

11. Do you have manufacturer's certification? Yes*
No

12. List type and brands of alcoholic drinks to be manufactured

Alcoholic Drink Standards Certification Number

.....

.....

.....

.....

.....

.....

13. Brief description of alcoholic drink(s)

(a) Unit Capacity in millilitres and Cost in Shillings of the alcoholic drink(s)

.....

(b) Alcoholic content

(c) Mode of transportation and storage conditions

(d) Describe the purpose for which the alcoholic drink(s) will be used (e.g. retail, wholesale etc)

.....

.....

14. Declaration by Applicant:

I
hereby declare and certify that the information given in this application including attachments thereto is true and correct to the best of my knowledge and belief.

Date:

Signature:

Official Stamp

FORM 3

**TANA RIVER COUNTY LIQUOR LICENCING 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 4

TANA RIVER COUNTY LIQUOR LICENCING 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.....

.....

6. Extension times applied for

.....

Date

Signature of Applicant

Delete where not applicable

FORM 5**TANA RIVER COUNTY LIQUOR LICENCING ACT
PARTICULARS CONCERNING CLUBS**

[To be completed in block capitals]

THESE PARTICULARS relate to an application which has been made for the grant of a. [Particulars of type of licence.....

.....

[Full names of applicant] who intends to hold such licence on behalf of a club]

PARTICULARS

1. Name of club concerned.....

2. Address and situation of club premises.....

.....

3. State whether the club is registered or exempted from registration under the provisions of the law for the time being relating to companies or societies

.....

4. Registration No.....

5. Particulars of types or categories of membership existing.....

.....

6. Total membership of club.....

.....

7. State whether entrance fees or subscriptions are payable.....

.....

.....

8. Give details of the objects or purposes for which the club is established.....

.....

.....

.....

.....

9. State whether any persons, other than members', may pay for or be charged for food, drink or accommodation offered by the club.....

.....

.....

10. State whether the club is a members' club or a proprietary club; that is, who owns the club property, the freehold title or leasehold title to the land upon which the club is situate, and who retains any profits earned or made by the club.....

.....

.....

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 6

TANA RIVER COUNTY LIQUOR LICENCING ACT

ALCOHOLIC DRINK LICENCE

TYPE OF LICENCE

LICENCE No.

This alcoholic drink licence is granted under the provisions of the.....

.....(name of county)

.....COUNTY
ALCOHOLIC DRINKS CONTROL ACT, to
ofin 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

..... (name of county)

.....COUNTY
ALCOHOLIC DRINKS CONTROL ACT, and to the following
conditions.....

This licence shall expire on

Fees paid: KSh.

Date of issue

Board Chairperson,

FORM 7

TANA RIVER LIQUOR LICENCING ACT
TEMPORARY ALCOHOLIC DRINK LICENCE

No.

This temporary alcoholic drink licence is granted under the provisions of theCounty Alcoholic Drinks Control Act, to or being the holder of a alcoholic drink licence No. and authorizes the licensee to sell alcoholic drink at

This licence is valid from to

This licence is issued subject to the provisions of the(name of county) COUNTY ALCOHOLIC DRINKS CONTROL ACT and to the following conditions

.....

Fee paid: KSh.

Date of issue

Board Chairperson,

FORM 8

TANA RIVER COUNTY LIQUOR LICENCING ACT
TEMPORARY EXTENSION ALCOHOLIC DRINK LICENCE

LICENCE No.

This temporary extension alcoholic drink licence is issued to

being the holder of a
 alcoholic drink licence, No., and
 authorizes the licensee to sell
 alcoholic drink at
 from 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 theCounty
 Alcoholic Drinks Control Act, and to the following conditions.....

Fee paid: KSh.

Date of issue

Chairperson of the Board.....

FORM 9

TANA RIVER COUNTY LIQUOR LICENCING ACT
ASSURANCE THAT AN ALCOHOLIC DRINK LICENCE WILL
BE ISSUED

The Board ofCounty
 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 drinks 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
(name of county)
 COUNTY
 ALCOHOLIC DRINKS CONTROL ACT, he will be granted a
alcoholic
 drink licence.

Fee paid: KSh.

Date of issue

Board Chairperson,

FOURTH SCHEDULE**LICENCE FEES**

	Fees	
	For 12 months	For 6 months
1. General retail alcoholic drink licence—		
(a) In respect of premises situate within a City or a Municipality.....	50,000	30,000
(b) In respect of premises situate within urban areas other than city or municipality.....	30,000	18,000
(c) In respect of premises situate elsewhere than a city, municipality and urban areas.....	15,000	9,000
2. General retail alcoholic drink licence (off Licence)	For 12 months	For 6 months or less
(a) In respect of premises situate within a City or a municipality.....	24,000	14,000
(b) In respect of premises situate within urban areas other than city or municipality.....	18,000	10,000
(c) In respect of premises situate elsewhere than a city, municipality and urban areas.....	12,000	7,000
3. Brewer's alcoholic drink licence		
For each alcoholic drink or product manufactured:		
(a) One million litres and above per annum.....	1,000,000	
(b) Between five hundred thousand (500,000) and nine hundred ninety nine thousand, nine hundred and ninety nine (999,999) litres per annum.....	500,000	
(c) Above twelve thousand (12,000) but below four hundred and ninety thousand, nine hundred and ninety nine litres (499,000) per annum.....	250,000	
(d) Twelve thousand litres (12,000) and below per annum...	50,000	
4. Wholesale alcoholic drink licence for each premise	50,000	30,000
5. (1) Bottler's alcoholic drink licence.....	250,000	150,000
(2) Depot licence, in addition to subparagraph (1), per depot..	50,000	30,000
6. (1) Distributor alcoholic drink licence.....	50,000	30,000
(2) Depot licence, in addition to subparagraph (1) per depot...	20,000	15,000

7. Hotel alcoholic drink licence—		
(a) In respect of premises situate within a city or a municipality.....	50,000	30,000
(b) In respect of premises situate within urban areas other city or municipality.....	30,000	20,000
(c) In respect of premises situate elsewhere than in a city, municipality and urban areas	20,000	12,000
(d) Where the licensee holds a general retail alcoholic drink licence in respect of the same premises.....	5,000	
8. Restaurant alcoholic drink licence —		
(a) In respect of premises situate within a city or a municipality.....	30,000	20,000
(b) In respect of premises situate within urban areas other city or municipality.....	20,000	12,000
(c) In respect of premises situate elsewhere than in a city, municipality and urban areas.....	10,000	6,000
9. (1) Club alcoholic drink licence (members' club)—		
(a) In respect of premises situate within a city or a municipality.....	100,000	
(b) In respect of premises situate within urban areas other city or municipality.....	80,000	
(c) In respect of premises situate elsewhere than in a city, municipality and urban areas.....	50,000	
(2) Club alcoholic drink licence (proprietary club or night club or discotheque)—		
(a) In respect of premises situate within a city or a municipality.....	100,000	
(b) In respect of premises situate within urban areas other city or municipality.....	80,000	
(c) In respect of premises situate elsewhere than in a city, municipality and urban areas.....	50,000	
10. Supermarket and franchised retail stores alcoholic drink licence—		
(a) In respect of supermarkets or franchised retail stores for each premises situate within city or municipality.....	80,000	
(b) In respect of supermarkets or franchised retail stores for each premises situate within urban areas other than city or municipality.....	50,000	

(c) In respect of supermarkets or retail chain stores for each premises situate elsewhere than in a city, municipality and urban areas.....	30,000	
11. Theatre alcoholic drink licence.	15,000	7,000
12. Traveller's alcoholic drink licence		
(a) Where the licensee does not hold a general retail alcoholic drink licence in respect of the same premises.....	30,000	15,000
(b) Where the licensee holds a general retail alcoholic drink licence in respect of the same premises.....		
13. Railway restaurant car alcoholic drink licence, per car	5,000	
14. Steamship alcoholic drink licence, per steamship	30,000	
15. Temporary or occasional alcoholic drink licence, per day..	30,000	
16. For transferring an alcoholic drink licence		1,000
17. For removing an alcoholic drink licence		500
18. For the issue of an assurance under the Act		1,000
19 For the issue of a duplicate licence		300