

THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022

(No. 10 of 2022)

IN EXERCISE of the powers conferred by section 76 of the Murang'a County Alcoholic Drinks Control Act, 2022, the County Executive Committee Member for Health, with the approval of the Murang'a County Assembly, makes the following Regulations:—

THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL  
(LICENSING) REGULATIONS, 2025

ARRANGEMENT OF REGULATIONS

- 1—Citation.
- 2—Interpretation.
- 3—Units of the Directorate.
- 4—Nomination from liquor dealers' association.
- 5—Conduct of business and affairs of the directorate, county liquor committee or Sub- County committees.
- 6— Application for license.
- 7—Failure to submit documents or information.
- 8—Objection to application or renewal of a license.
- 9—Granting of Licenses.
- 10— License terms and conditions.
- 11—Notification of change of particulars.
- 12—Transfer or assignment of a license.
- 13—Renewal of a license.
- 14 — Revocation of Licenses.
- 15— Obligations of a Licensee to provide quality service.
- 16— Inspections and investigations.
- 17— Approvals from other Authorities.
- 18—Display of Approved Brands.
- 19— Fees payable.
- 20—Encouraging Consumption.
- 21— Hours of a license.
- 22— Form of licenses to be granted.

SCHEDULES

FIRST SCHEDULE - PROVISIONS AS TO THE CONDUCT OF BUSINESS AND AFFAIRS OF THE DIRECTORATE, COUNTY LIQUOR COMMITTEE AND SUB-COUNTY COMMITTEES

SECOND SCHEDULE - APPLICATION AND OTHER FORMS

THIRD SCHEDULE - FEES PAYABLE FOR LICENSES

FOURTH SCHEDULE - OPERATION HOURS OF A LICENSE

**THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL (LICENSING)  
REGULATIONS, 2025**

**Citation**

1. These Regulations may be cited as the Murang'a County Alcoholic Drinks Control (Licensing) Regulations, 2025.

**Interpretation**

2. In these Regulations, unless the context otherwise requires—

“County” means Murang'a County;

“County Liquor Committee” means the Murang'a County Liquor Committee established under Section 10 of the Act;

“County liquor portal” means the Murang'a county liquor service portal whose link shall be provided annually;

“County executive committee member” means the County Executive Committee Member responsible for health;

“Directorate” means the Alcoholic Drinks Control Directorate established under Section 5 of the Act;

“License” means a license issued under these Regulations;

“Licensee” has the meaning assigned to it under section 3 of the Act; and

“Sub-County Committees” means the Murang'a Sub-County Committees established under Section 12 of the Act.

**Units of the Directorate**

- 3.(1) Subject to Section 6 of the Act, the Units of the Directorate shall have relevant county public officers deployed to it if the substantive recruitments have not been done by the county public service board.

(2) The Director shall be the Head of the directorate and shall assign duties and responsibilities to the staff of the Directorate.

(3) In respect of rehabilitation and treatment the Directorate and the county government department of health shall ensure that level four and level five hospitals have services and wards for rehabilitation of alcoholics.

(4) The deployed staff to the directorate shall not attract additional remuneration but shall continue to earn salaries as per their respective job groups subject to the county government human resource policy and guidelines.

**Nomination from liquor dealers' association**

4. (1) Subject to Section 11(2)(g) of the Act, the Directorate shall ensure that the liquor dealers association is duly registered and has the highest county-wide membership if more than one association exists at any given time.

(2) In nominating the two members envisaged by Section 11(2)(g), the liquor dealers association must provide evidence of the approval of the two names by the leadership of the association.

(3) While nominating the two representatives of the liquor dealers' association contemplated by Section 13(1)(h), the County Executive Committee Member shall ensure that the association obeys the principles of regional balance, gender, and public participation amongst active members of the association.

(4) The liquor dealers' association envisaged by the Act must have paid up members of the association and the association must have complied with the regulatory body that registered it.

(5) The Liquor Dealers' association shall work collaboratively with the Directorate for the better attainment of the objectives of the Act and these Regulations.

**Conduct of business and affairs of the directorate, County Liquor Committee and Sub-County Committees**

- 5.(1) The conduct of business and affairs of the directorate, County Liquor Committee and Sub- County Committees shall be as specified in the First Schedule.

(2) The County Liquor Committee or Sub- County Committees shall be regulated through guidelines provided from time to time by the relevant authorities as prescribed in the Act.

#### **Application for Licenses**

6. (1) A person who wishes to manufacture or otherwise produce; sell, dispose of, or deal with any alcoholic drink under the Act, shall apply to the county government for a license.

(2) An application for grant or renewal or extension of any liquor related license shall be made through the county liquor portal with manual recording serving as a secondary backup system.

(3) An application for grant of any liquor related license shall be accompanied by an application fee of one thousand Kenya shillings.

(4) An application for renewal of any liquor related license shall be accompanied by a renewal fee of one thousand Kenya shillings.

(5) An application for a grant or renewal of an alcoholic drinks retail license shall be in Form 1 as set out in the Second Schedule and provided on the county liquor portal and the license shall stipulate the terms and conditions of the license.

(6) An application for a grant or renewal of a license to manufacture or otherwise produce, sell, dispose of, or deal with an alcoholic drink shall be in Form 2 as specified in the Second Schedule and provided on the county liquor portal.

(7) An application for a provisional alcoholic drinks license or a temporary extension of an alcoholic drinks license shall be made in Form 4 as set out in the Second Schedule and provided on the county liquor portal.

(8) Any application submitted under sub regulations (3) and that for assurance that on the completion of the premises a License will be granted, shall be accompanied by—

- (a) such registration or identification documents as maybe required by the County Liquor Committee;
- (b) a detailed physical address, telephone number, facsimile number and e-mail address of the applicant;
- (c) detailed information relating the proposed services to be provided;
- (d) where applicable, information relating to the previous experience in the provision of the services for which a license is sought; and
- (e) any other information that the County Liquor Committee may require.

(9) Any application submitted in relation to a club shall include particulars concerning the club as is provided in Form 5 in the Second Schedule and provided on the county liquor portal.

(10) Subject to the provisions of the Act, application and inspection process shall be through the county government digital systems and the manual process shall be a backup.

(11) Any process conducted manually shall be within thirty days formalized in the digital system referred in sub regulation 10.

#### **Failure to submit documents or information**

7(1) Where an applicant fails to submit all documents or information required under these Regulations, the County Liquor Committee may reject the application and inform the applicant, in writing, of the rejection and shall cite the grounds for rejecting the application.

(2) Where the County Liquor Committee rejects an application due to incomplete or insufficient information, the rejection shall not, bar the applicant from re-submitting the application.

#### **Objection to application or renewal of a license**

8. (1) Subject to the provisions of Section 18 of the Act, the county government shall provide a digital platform where members of the public and security agencies may object the application of a new license or renewal of a license giving reasons thereof.

(2) An objection by a member of the public shall be valid if that member of the public is resident within the locality of the alcoholic drinks selling premise in question.

(3) Where an application for a new or renewal of a license has been object by over a hundred persons who are members of public, the Directorate shall forthwith decline such an application and the affected licensee shall be only eligible to apply in the next year.

(4) Where a license application has been objected by the security agencies, the matter shall be heard within fourteen days by the respective Subcounty committee who shall recommend to the county liquor committee to either revoke or retain the license.

### **Granting of licenses**

9. (1) Upon the completion of the application process, the County Liquor Committee shall, if it is satisfied that the applicant has complied with the requirements under these Regulations, issue a license to the applicant.

(2) Issuance of any liquor related license shall be made through the county liquor portal with manual recording serving as a secondary, backup system.

(3) A license issued under these Regulations shall be in Form 6, 7 and 8 set out in the Second Schedule and provided on the county liquor portal.

### **License terms and conditions**

10.(1) A Licensee shall comply with all terms and conditions of the license granted.

(2) The Directorate shall revoke a license where the licensee violates the terms and conditions of the license granted.

(3) Once a license has been revoked by the Directorate, the affected licensee has the right to re-apply for a license subject to the Act and these Regulations after a period of 60 days upon the revocation of the license.

### **Notification of change of particulars**

11. A Licensee shall —

(a) Notify the County Liquor Committee of the intention to change the name or contact address filed with the County Liquor Committee at least thirty days before effecting such change; and

(b) notify the County Liquor Committee and the public of any trade or brand name the licensee intends to use at least thirty days prior to using the trade or brand name; or

(c) Where a licensee fails to make such notification within the stipulated timeline, they shall be required to pay a fee of Kshs. 1,000 so as to effect the change.

### **Transfer or assignment of a license**

12. (1) A Licensee shall not transfer or assign a license granted under the Act without the written consent of the County Liquor Committee.

(2) An application for transfer or assignment of an alcoholic drinks license shall be made in Form 3 as set out in the Second Schedule and provided on the county liquor portal.

(3) The County Liquor Committee may, when considering an application for the transfer or assignment, consider the same requirements and terms as if considering an application for the grant of a new License.

(4) The County Liquor Committee shall communicate its decision on an application for the transfer or assignment of a License to an applicant within thirty days of receipt of the application and state the reasons for the decision.

### **Renewal of a license**

13. (a) A Licensee shall make an application for the renewal of a License in accordance with the Act and these Regulations.

(b) When considering an application for renewal of a license, the County Liquor Committee or Sub-County Committee shall consider the extent of compliance, by the licensee, with the terms and conditions contained in the license in the previous license period.

### **Revocation of licenses**

14. (a) Upon recommendation by the Sub- County Committee, the County Liquor Committee may revoke a license in accordance with the Act.

(b) Any person

who is aggrieved by the decision of the County Liquor Committee made under this regulation may appeal in accordance with the Act.

#### **Obligations of a licensee to provide quality service**

15. A Licensee shall, in addition to the terms and conditions of the License—
- (a) maintain service quality and hygiene while considering environmental and operating conditions;
  - (b) avoid discrimination, relating to the quality of the service offered between consumers;
  - (c) ensure that special needs of consumers with disabilities are also considered when developing quality of service parameters;
  - (d) ensure that the consumers served at the premises are adequately warned of the health hazards attributable to the alcoholic product on offer;
  - (e) ensure that the consumer offered alcoholic products is not under the age of eighteen years.

#### **Inspections and investigations**

16. (a) The County Liquor Committee or 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.
- (b) When conducting such inspections, the County Liquor Committee or Sub-County Committee shall fill the inspection template in Form 18 set out in the Second Schedule.
- (c) Inspections by the County Liquor Committee and Sub-County Committees shall be conducted digitally through the county liquor portal with manual recording serving as a secondary, backup system.
- (d) Inspections conducted by the County Liquor Committee or Sub- County committees shall be concluded within a maximum of seven days.

#### **Approvals from other authorities**

17. Notwithstanding that a license has been issued by the County Liquor Committee, a Licensee shall bear the responsibility of obtaining the approvals of other Government agencies, county 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, though, under or across any land.

#### **Display of Approved Brands**

18. (1) Subject to Section 51 of the Act, the County Liquor Committee shall publish after every two years with a list of approved liquor brands for sale in the county.
- (2) The County Liquor Committee shall be guided by the relevant regulatory bodies in coming up with the list envisaged in sub regulation (1).

#### **Fees payable**

19. The Third Schedule shall have effect in relation to the fees payable for licenses in accordance with these Regulations.

**Encouraging Consumption**

20. (1) Any person or entity that intends to erect a billboard to advertise alcoholic drinks in the county shall pay a sum of Kenya shillings two hundred thousand per year or twenty thousand per month.
- (2) A person or entity who wishes to put a sign board or a notice board to advertise a liquor selling business in urban or rural areas of the county shall pay fees and charges as set out in the Third Schedule.

**Hours of a license**

21. (1) The respective alcoholic drinks license hours of operation shall be as specified in the Fourth Schedule.
- (2) A licensee shall have an additional thirty minutes after the prescribed last hour to clear up operations for the day and shall not sell at this time.

**Form of licenses to be granted**

22. 1. (1) The form of the Alcoholic Drinks License to be granted to Bar Only under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 6 of the Second Schedule.
- (2) The form of the Alcoholic Drinks License to be granted to Medium Bar and Restaurant under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 7 of the Second Schedule.
- (3) The form of the Alcoholic Drinks License to be granted to Small Bar and Restaurant under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 8 of the Second Schedule.
- (4) The form of the Alcoholic Drinks License to be granted to Wholesale and Distributor Main Depot under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 9 of the Second Schedule.
- (5) The form of the Alcoholic Drinks License to be granted to Wholesale and Distributor Sub Depot under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 10 of the Second Schedule.
- (6) The form of the Alcoholic Drinks License to be granted to Wines and Spirits under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 11 of the Second Schedule.
- (7) The form of the Alcoholic Drinks License to be granted to Large Hotel under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 12 of the Second Schedule.
- (8) The form of the Alcoholic Drinks License to be granted to Small Hotel under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 13 of the Second Schedule.
- (9) The form of the Alcoholic Drinks License to be granted to Night Club under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 14 of the Second Schedule.
2. The form of the Provisional Alcoholic Drinks License to be granted under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 15 of the Second Schedule.
3. The form of the Temporary Extension Alcoholic Drinks License to be granted under the provisions of the Alcoholic Drinks Control Act shall be as is set out in Form 16 of the Second Schedule.
4. An assurance to be given to an applicant under section 13 (4) of the Act shall be made in triplicate in Form 17 as set out in the Second Schedule.

---

**FIRST SCHEDULE****PROVISIONS AS TO THE CONDUCT OF BUSINESS AND****AFFAIRS OF THE COUNTY LIQUOR COMMITTEE AND SUB-COUNTY COMMITTEES****Tenure of Office**

1.(1)The members of the County Liquor Committee or Sub- County Committees tenure of office referred to under section 11 (1) (g) and (h) and section 13(1) (h) of the Act shall, subject to the provisions of this Schedule, hold office for a period of three years only on such terms and conditions as may be specified in the instrument of appointment, and shall be eligible for re-appointment for one further term.

(2) No person shall be eligible for appointment as a member of a County Liquor Committee or Sub-County Committee under section 11 and section 13 of the Act if such person is—

- (a) a person having a pecuniary interest a partnership, company or society which is a licensee;
  - (c) a paid officer or paid agent of a partnership, company or society interested in the sale, or in the prevention of the sale, of alcoholic drinks;
  - (d) a person employed directly or indirectly as an agent for the purpose of making application for a license for any other person, or any partner of a person so employed as an agent;
  - (e) an agent or manager of, or a partner in, any trade or calling carried on upon premises licensed, or in respect of which a license has been applied for, or the owner, lessor or mortgagee of those premises;
  - (f) an undischarged bankrupt;
  - (g) a person who, in Kenya or elsewhere, has been sentenced to imprisonment without the option of a fine and who has not received a pardon thereafter.
- (3) Any person who knowingly acts or sits as a member of a Sub- County Committee whilst disqualified commits an offence and is liable to a fine not exceeding fifty thousand shillings.

**Appointment of members**

2. (1) Members of the County Liquor Committee and Sub-County Committees set out under Section 11 (2) (g) and Section 13 (1)(h) of the Act shall be appointed through a competitive process.

(2) Any member of a registered liquor dealers' association shall have an equal right to appointment as a member of the committees.

(3) Members of the directorate shall be seconded from various departments on need basis.

(4) Seconded members of the directorate shall be expected to perform the duties assigned by the department from which they are seconded, in accordance with the county's objectives and policies.

**Appointment of vice-chairperson**

3. (1) The Deputy County Commissioner of each Sub- County Committee shall be the Vice-Chairperson.

### **Vacation of office**

4. (l) A member of the County Liquor Committee or Sub- County Committee may —
- (a) at any time resign from office by notice-in writing to the County Executive Member responsible for implementation of the Act.
  - (b) be removed from office by the County Executive Member on recommendation of the County Liquor Committee or Sub- County Committee if the member—
    - (i) has been absent from three consecutive meetings of the County Liquor Committee or Sub County Committee without its permission;
    - (ii) is convicted of a criminal offence that amounts to a felony under the Laws of Kenya;
    - (iii) is incapacitated by prolonged physical or mental illness for a period exceeding six months; or
    - (iv) is otherwise unable or unfit to discharge the members functions.

### **Meetings**

5. (1) The County Liquor Committee or Sub- County Committee or their sub-committees shall meet not more than four times in every financial year in any of the administrative units of the County.
- (2) The Chairperson shall, through the Secretary, convene the County Liquor Committee or Sub- County Committee meetings.
- (3) Notwithstanding sub-paragraph (1), the Chairperson may, and upon requisition in writing by at least a third of all the members, convene a special meeting of the County Liquor Committee or Sub- County Committee at any time for the transaction of the business of the County Liquor Committee or Sub- County Committee.
- (4) Unless three quarters of the total members of the County Liquor Committee or Sub- County Committee otherwise agree, at least fourteen days' written notice of every meeting of the County Liquor Committee or Sub- County Committee shall be given to every member of the County Liquor Committee or Sub- County Committee.
- (5) The quorum for the conduct of the business of the County Liquor Committee or Sub- County Committee shall be half of the total members.
- (6) The Chairperson or in his or her absence, the Vice Chairperson, shall preside at every meeting of the County Liquor Committee or Sub- County Committee and in the absence of both the Chairperson and Vice Chairperson the Chairperson shall nominate one of the members to preside over the meeting and the business transacted in such a meeting shall be as directed by the Chairperson.
- (7) Unless a unanimous decision is reached, a decision on any matter before the County Liquor Committee or Sub- County Committee shall be by a majority of the votes of the members present and voting, and in case of an equality of votes, the Chairperson or the person presiding shall have a casting vote.
- (8) All decisions of the County Liquor Committee or Sub- County Committee shall be in writing and shall be authenticated by the signatures of both the Chairperson and the Secretary.
- (9) Subject to sub-paragraph (5), no proceedings of the Board or Sub- County Committee shall be invalid by reason only of a vacancy among the members thereof.

### **Sub-Committees**

6. (1) The County Liquor Committee or Sub- County Committee may establish such Sub- Committees as it may deem appropriate to perform such functions and responsibilities as it may determine.
- (2) The County Liquor Committee or Sub- County Committee shall appoint the chairperson of a sub-committee established under subparagraph (1) from amongst its members and that chairperson shall be from the community representatives while a Government Officer shall be the secretary to the sub-committee.



(3) The County Liquor Committee or Sub- County Committee may, where it deems appropriate, co-opt any person to attend the deliberations of any of its Sub-Committees.

All decisions by the sub-committees appointed under subparagraph (1) shall be ratified by the County Liquor Committee or Sub- County Committee.

#### **Secretariat**

7. The Directorate shall be responsible for—

- (a) providing administrative support to the County Liquor Committee or Sub-County Committee;
- (b) the custody and keeping of the minutes of the proceedings of the County Liquor Committee or Sub- County Committee and all other records of the County Liquor Committee /Sub-County Committee;
- (c) the custody of the common seal where applicable; and
- (d) such other functions as may be assigned by the County Liquor Committee or Sub- County Committee as the case may be.

#### **Place of meetings**

8. (1) A Sub- County Committee may, on a rotational basis, hold meetings within the Subcounty Administrator's office of its respective mandates, or any other place unanimously agreed by the members.

(2) The County Liquor Committee will hold meetings at the County Headquarters offices.

#### **Disclosure of interest**

9. (1) A member, at a meeting, who has an interest in any contract, or other matter or, is closely related to any legal or natural person having interest in any matter before the meeting shall, as soon as is reasonably practicable after the commencement of the meeting, disclose the fact thereof and shall not take part in the consideration or discussion of, or vote on, any question with respect to the contract or other matter, or be counted in the quorum of the meeting during consideration of the matter.

(2) A disclosure of interest made under sub-paragraph (1) shall be recorded in the minutes of the meeting at which it is made.

(3) A member of the County Liquor Committee or Sub- County Committee who contravenes sub-paragraph (1) commits an offence.

#### **Common seal**

9. (1) The common seal of the County Liquor Committee shall not be used except on the order of the County Liquor Committee.

(2) The affixing of the common seal of the County Liquor Committee shall be authenticated by the signatures of the Chairperson and the Secretary.

(3) Notwithstanding the provisions of sub-paragraph (2) the County Liquor Committee shall, in the absence of either the Chairperson or the Secretary in a particular matter. nominate one to authenticate the seal on behalf of either the Chairperson or Secretary.

(4) The common seal of the County Liquor Committee when affixed to a document and duly authenticated shall be judicially and officially noticed and, unless and until the contrary is proved, any necessary order or authorization by the County Liquor Committee shall be presumed to have been duly given.

#### **Allowances**

- (1) Allowances to members of the County Liquor Committee and Sub-County Committee and their Sub committees shall be paid in accordance with the Salaries and Remuneration Commission guidance.

## SECOND SCHEDULE

## APPLICATION AND OTHER FORMS

FORM 1

[r.6(5)]

## THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022

## APPLICATION FOR THE GRANT OR RENEWAL OF AN ALCOHOLIC DRINKS RETAIL LICENCE

(To be completed in triplicate)

- 1 . Name of Sub-County .....
  2. Name of Ward.....
  3. Name of Applicant .....
  4. Applicant's Postal Address.....
  5. Physical Address  
SUB-LOCATION .....  
BUSINESS CENTRE/street . . . . . Plot Number  
.....  
Premises Phone Number .....  
[Give sufficient details to adequately identify the premises]
  6. Name by which the premises is known....
  7. If for renewal, give expiring license number.. Business PIN Number .  
.....
  8. Type of license applied for.....
  9. License to run from.....to.....
  10. Class of the Bar/Hotel.....  
Number of Employees (management/.stewards) .....  
Number of Employees (waiters and other support) .....  
Alcohol volume per year .....
  11. Names of products to be licensed must be attached to this form. (The list will bear your business stamp)
  12. Attach a valid copy of Certificate of Good Conduct. (Director(s) and Key Employees)
- Signature  
Date.....  
Signature of Applicant.....

FORM 2

[r. 6(6)]

**THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022**  
**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 Directors

.....

.....

.....

.....

.....

Contact person. . . . .

.....

3. Postal Address.....

.....

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

5. Tel . . . . .

7. E-mail.....

8. Fax . . . . .

9. County/Sub-County headquarters . . . . .

Nearest Town/ Village . . . . .

10. Business Registration No\* or Certificate of Incorporation No\*.....

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

If renewal, provide details of expiring Licence No. ....

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

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

Alcoholic Drink	Standards Certification Number
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

14. Brief description of alcoholic drink(s)

(a) Unit Capacity in milliliters 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 or export etc.) .

15. 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.....

To be attached: Clearance documents in accordance with Chap 6 of the Kenyan Constitution.

FORM 3

[r. 12(2)]

## THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022

## APPLICATION FOR TRANSFER/REMOVAL OF AN ALCOHOLIC DRINKS LICENCE

[To be completed in triplicate]

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

---

Date.....

Signature of Applicant.....

Transferee must satisfy all other necessary criteria set for the type of license.

FORM 4

[r.6(7)]

THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022

APPLICATION FOR A PROVISIONAL ALCOHOLIC DRINKS LICENCE OR TEMPORARY  
EXTENSION OF ALCOHOLIC DRINKS LICENCE

- I . Name ofApplicant.....
2. Applicant's postaladdress.....
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.

\_\_\_\_\_

## THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022

## PARTICULARS CONCERNING CLUBS

[To be completed in block capitals]

THESE PARTICULARS relate to an application which has been made for the grant of a particular type of a licence:

[Particulars of type of licence] .....

[Full names of applicant who intends to hold the 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 persons, other than members, may pay for or be charged for food, drinks 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

[r.22 (1)1]

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200  
 Murang'a, Kenya  
 Telephone 060-2030271  
 E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
 Business ID No.....  
 Phone No.....  
 Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

**Bar Only Operating Time.....Hrs**

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

.....SIGNED.....by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**



FORM 7

[r.22(1)2]

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200  
 Murang'a, Kenya  
 Telephone 060-2030271  
 E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
 Business ID No.....  
 Phone No.....  
 Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

**Medium Bar and Restaurant Operating Time.....Hrs**

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

.....SIGNED.....by Alcoholic Board Director

**Stamp and Signature**

For Murang'a County Government

**NOTICE:** Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.

FORM 8

[r.22(1)3]

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200

Murang'a, Kenya

Telephone 060-2030271

E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....

Business ID No.....

Phone No.....

Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

#### Small Bar and Restaurant Operating Time.....Hrs

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

.....SIGNED.....by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE:** Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200  
Murang'a, Kenya  
Telephone 060-2030271  
E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
Business ID No.....  
Phone No.....  
Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

**Wholesale and Distributor Main Depot Operating Time.....Hrs**

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

...SIGNED... by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200  
Murang'a, Kenya  
Telephone 060-2030271  
E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
Business ID No.....  
Phone No.....  
Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

**Wholesale and Distributor Sub Depot Operating Time.....Hrs**

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

...SIGNED... by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**

FORM 11

[r.22(1)6]

**ALCOHOLIC DRINKS LICENCE**

QR CODE



LICENCE NO.....

**MURANG'A COUNTY GOVERNMENT**

County Hall P.O Box 52—10200

Murang'a, Kenya

Telephone 060-2030271

E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)**Grant This Alcoholic Drinks License**

Business Name/Owner.....  
 Business ID No.....  
 Phone No.....  
 Address P.O. Box.....

**Having paid Single Business Permit fees of:**

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

**Wines and Spirits Operating Time.....Hrs**

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

...SIGNED...by Alcoholic Board Director

**Stamp and Signature**

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200  
Murang'a, Kenya  
Telephone 060-2030271  
E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
Business ID No.....  
Phone No.....  
Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

#### Large Hotel Operating Time.....Hrs

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward:.....Market:.....Plot No:.....

Validity Period.....

Date of issue.....

Expiry Date.....

...SIGNED...by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200

Murang'a, Kenya

Telephone 060-2030271

E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
 Business ID No.....  
 Phone No.....  
 Address P.O. Box.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

#### Small Hotel Operating Time.....Hrs

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward.....Market.....Plot No.....

Validity Period.....

Date of issue.....

Expiry Date.....

...SIGNED...by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**

# ALCOHOLIC DRINKS LICENCE

QR CODE



LICENCE NO.....

## MURANG'A COUNTY GOVERNMENT

County Hall P.O Box 52—10200  
Murang'a, Kenya  
Telephone 060-2030271  
E-mail: [info@muranga.go.ke](mailto:info@muranga.go.ke)

### Grant This Alcoholic Drinks License

Business Name/Owner.....  
Business ID No.....

#### Having paid Single Business Permit fees of:

Kshs.....

Kshs in words.....

Provide receipt No.....Dated.....

To engage in the Activity/Business/Profession or Occupation of :

#### Night Club Operating Time.....Hrs

And shall exclusively be conducted at address/premises as indicated below,

Subcounty:..... Ward.....Market.....Plot No.....

Validity Period.....

Date of issue.....

Expiry Date.....

.....SIGNED.....by Alcoholic Board Director

#### Stamp and Signature

For Murang'a County Government

**NOTICE: Granting this Licence DOES NOT exempt the business identified above from complying with the current regulations on Health and safety as established by the Government of Kenya and the MURANG'A COUNTY GOVERNMENT.**



FORM 15

[r. 22(2)]

THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022  
PROVISIONAL ALCOHOLIC DRINKS LICENCE

License No. ....

This temporary alcoholic drinks license is granted under the provisions of the Murang'a Alcoholic Drinks Control Act, 2022

Name(s) of Applicant.....

If holder of an alcoholic drinks license, License No.....

Name of Drinks authorized by the licensee to sell.....

Premises to sell alcoholic drink at.....

This license is valid from . .....to. ....

Conditions.....

Fee paid: Kenya Shillings....

Date of issue. . .

CHAIRPERSON  
COUNTY LIQUOR COMMITTEE/SUB-COUNTY COMMITTEE  
(Include name of sub-county)

\_\_\_\_\_

THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022 TEMPORARY EXTENSION  
ALCOHOLIC DRINKS LICENCE

LICENCE No.....

This temporary extension alcoholic drink license is issued to.....

Being the holder of a.....alcoholic drink license, 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 license is granted subject to the provisions of The Murang'a Alcoholic  
Drinks Control Act, 2022 and to the following conditions.....

.....  
.....  
.....  
.....

Fee paid: Kenya Shillings .....

Date of issue.....

.....

CHAIRPERSON

COUNTY LIQUOR COMMITTEE/SUB-COUNTY COMMITTEE

(Include name of sub-county)

THE MURANG'A COUNTY ALCOHOLIC DRINKS CONTROL ACT, 2022  
ASSURANCE THAT AN ALCOHOLIC DRINKS LICENCE WILL BE ISSUED

The Murang'a County Alcoholic Drinks Board satisfied that the premises to be built/being built\* at for the purpose of being used for the manufacture, supply , sale of alcoholic drinks and/or for consumption therein, and having supplied the Board with a signed copy of the plans of the premises, hereby assures that, on completion of the premises in accordance with the signed plans, and subject to the provisions of, the Murang'a Alcoholic Drinks Control Act, 2022, the holder of this assurance certificate will be granted an alcoholic drink license in accordance with the prescribed guidelines.

Fee paid: Kenya Shillings.....

Date of issue..... .

CHAIRPERSON COUNTY LIQUOR COMMITTEE

FORM 18

[r.16(b)]

**MURANG'A COUNTY GOVERNMENT**

ALL CORRESPONDENCE TO BE ADDRESSED:  
THE COUNTY SECRETARY

County Hall,  
P. O. Box 52 – 10200,  
MURANG'A,  
Kenya  
Telephone: 060 - 2030271

Ref: MCG: LIR./Vol. 1

Date:.....

**LIQUOR INSPECTION REPORT TEMPLATE.**

SUB-COUNTY .....

**(A) INTRODUCTION**

- (i) Name of Trading Centre.....  
 (ii) Ward:..... Location:.....  
 (iii) Name of Applicant:.....  
 (iv) Name of Business:..... Plot No:..... Market:.....  
 (v) Status of bar:..... New ( ) Renewal ( ) Expiring license no: .....  
 (vi) Type of Bar:  
 General Alcoholic Retail Licence ( ) Bar & Restaurant ( ) Wines & Spirits ( ) Night Club ( ) Depot ( )

Applicant's signature: .....

**(B) STRUCTURAL ASPECTS**

- (i) Roof: Rusted ( ) Leaking ( ) Ceiling sagged ( ) Work out ( ) No Defects ( )  
 Comment:.....  
 (ii) Walls: Bright Paint ( ) Faded Paint ( ) Rough Safe ( ) Dirty ( ) Cracked ( ) No defects ( )  
 (iii) Floor: Cracked ( ) Chipped ( ) Pot holed ( ) Smooth ( ) Totally worn out ( ) Un-cemented ( )  
 (iv) Ventilation & Lighting: Poor ( ) Moderate ( ) Inadequate ( ) Adequate ( )  
 Comment:.....

**(C) SANITARY FACILITIES**

- (i) Urinal: Rough surfaces ( ) Tiles stained / worn out ( ) Drain blocked ( ) Well maintained ( ) Not provided ( )  
 (ii) Toilets: Male ( ) Defective ( ) Well maintained ( ) Filled up ( ) Well maintained ( ) Not provided ( )  
 Female ( ) Defective ( ) Well maintained ( ) Filled up ( ) Well maintained ( ) Not provided ( )

**(D) PERSONNEL**

- (i) Medical Certificate: Provided and Valid ( ) Not Provided ( )  
 (ii) Protective clothing: Provided and clean ( ) Not provided ( ) Tattered ( )

**(E) OTHERS**

- (i) Food hygiene licence: Provided ( ) Not provided ( )  
 (ii) Hot water system: Provided ( ) Not provided ( )  
 (iii) Waste disposal: Satisfactory ( ) Unsatisfactory ( )  
 (iv) General cleanliness: Commendable ( ) Average ( ) Poor ( )  
 (v) Liquor Licensing inspection fee: Paid ( ) Unpaid ( )  
 (vi) Kitchen (Bar & Restaurant): Acceptable ( ) Not Acceptable ( )

**RECOMMENDATION**

Recommended for licencing ( ) Subject to Health Requirements ( )

Inspecting Officer:.....

Sign:.....

**OVERALL RECOMMENDATION**

Approved [ ] Rejected [ ] Official Stamp:.....

Comment:.....

**Security Compliance of the Applicant's Alcoholic Drinks Sale Outlet:**

1. Is it 300meteres away from an academic institution
2. Is it 300 meters away from dwelling place(s)
3. Does it have a past record in compliance with relevant law especially with reference to business hours (Chief or Assistant Chief to confirm orally or in writing)
4. Does its Registration compliance i.e. Business permits?

**RECOMMENDATION**

Recommended for licensing ( )

Subject to Security compliance ( )

Inspecting

officer:.....

Signature:.....

**Physical Planning Compliance Applicant's Alcoholic Drinks Sale Outlet:**

1. Is there complete change of user if in a rural area?
2. Is it in a residential plot/Building or not?
3. Is there sufficient access or entry to the premises?
4. Are there approved plans of the business premises?
5. Is the business in the right designated zone? Applies to urban centers?
6. Does the business premise meet all the requirements of Physical Planning law? (To be confirmed by the County Government Physical Planner of the Sub-County)

**RECOMMENDATION**

Recommended for licensing ( )

Subject to Physical Planning Compliance ( )

Inspecting

officer:.....

Signature:.....

Name	ID Number	Designation	Signature
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## THIRD SCHEDULE (r.19)

## FEES PAYABLE FOR LICENSES

NO	LICENCE		URBAN	RURAL
1	Application fee for new applicant other than manufacturer, distributor and wholesale wines & spirits		1,000	1,000
2	Application fee for new applicant for manufacturer, distributor and wholesale wines & spirits		3,000	2,000
3	Application for renewal of a license for other than manufacturer, distributor and wholesale wines & spirits		1,000	1,000
4	Application for renewal of a license for manufacturer, distributor and wholesale wines & spirits		3,000	2,000
5	General Retail license (Bar only)		27,900	26,900
6	Bar & Restaurant license		50,900	49,900
3	Hotels	Classified	85,000	80,000
	Un-classified Hotels	Large	75,000	70,000
		Medium	70,000	65,000
		Small	65,000	60,000

	Distributor/ Wholesaler		
4		Large	85,000
		Medium	75,000
		Small	65,000
4	Wholesaler wines and spirits		85,000
5	Members' club		80,000
6	Night club		
		Large	150,000
		Medium	120,000
		Small	100,000
7	Petrol Station		75,000
8	Super Markets		70,000
9	Brewers		1,500,000
10	Temporary, Occasionally, Events		2,500
11	Billboard advertising alcoholic drinks		200,000 per year or 20,000 per month.
12	Sign board or notice board advertising liquor business		850
			700

## OPERATION HOURS OF A LICENSE

Licenses	License Hours, Conditions and Exceptions
I. General Retail Alcoholic Drinks License (Bar only)	Authorized to sell alcoholic drinks: (a) From Monday to Friday during the hours of 5.00 p.m. to 11.00 p.m. (b) During weekends and public holidays during the hours of 2.00 pm to 11.00 p.m.
Whole sale Wines and Spirits	(a) Authorized to sell alcoholic drinks Monday to Friday 2.00 p.m.to 5.00 p.m. (b) Weekend and Public Holidays during the hours of 1.00 p.m. to 7.00 p.m.

Hotel Alcoholic Drinks License	Authorized to sell alcoholic drinks on any day of the week to a lodger for his or her own and his or her guest's consumption on the premises, at any hour.
Restaurant Alcoholic Drinks License	(a) Authorized to sell alcoholic drinks on any day of the week to persons taking meals in the restaurant, for consumption with such meals. (b) Authorized to sell alcoholic drinks from Monday to Friday during the hours of 1.00 p.m. to 11.00 p.m. (c) Authorized to sell alcoholic drinks during weekends and public holidays during the hours of 1.00 p.m. to 11.00 p.m.
Club Alcoholic drinks License	
(a)Members' Club;  (b) Proprietary Club  (c)Night Club	Authorized to sell alcoholic drinks to member on any day of the week at any hour.  Authorized to sell alcoholic drinks on any day of the week during the hours of 2.00 p.m. to 6.00 a.m  Authorized to sell alcoholic drinks on any day of the week during the hours of 6.00 p.m. to 4.00 a.m.
Theatre Alcoholic Drinks License	Authorized to sell alcoholic drinks during the hours of 5.00 p.m.to 11.00. p.m.



Travelers' Alcoholic Drinks License	Authorized to sell alcoholic drinks on any day of the week at any hour to persons bona fide travelling by train or air.
Railway Restaurant Car Alcoholic Drinks License	Authorized to sell alcoholic drinks at any hour.
Temporary or Occasional License	Authorized to sell alcoholic drinks on the day and during the hours stipulated in the License by the sub-county Committee for the purposes of specific occasions, ceremonies or events as indicated in the application.

Dated the.....day of.....2025

**DR. FREDRICK MBUGUA**  
**CECM – Health.**