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(Kindly note:
Afrikaans and Xhosa texts to be published in near future.)

JOHANNESBURG
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PROVINCIAL NOTICE

The following Provincial Notice is published for general information.

G. A. LAWRENCE.
DIRECTOR-GENERAL

Provincial Building,
Wale Street,
Cape Town.

PROVINSIALE KENNISGEWING

Die volgende Provinsiale Kennisgewing word vir algemene inligting gepubliseer.

G. A. LAWRENCE.
DIREKTEUR-GENERAAL

Provinsiale-gebou,
Waalstraat,
Kaapstad.

P.N. 59/2002

14 June 2002

PROVINCIAL NOTICE**PROVINCIAL ADMINISTRATION: WESTERN CAPE****DEPARTMENT OF ECONOMIC AFFAIRS, AGRICULTURE AND TOURISM: PUBLIC TRANSPORT BRANCH****NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (Act 22 of 2000)****Western Cape Regulations on Operating Licences, 2002**

The Minister of Transport, Public Works and Property Management has, in terms of the National Land Transport Transition Act, 2000 (Act 22 of 2000), made the Regulations set out in the Schedule to this notice.

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Definitions

1. In these regulations, unless the context indicates otherwise—

"Province" means the Province of Western Cape;

"the Act" means the National Land Transport Transition Act, 2000 (Act 22 of 2000), and a word or expression which is defined in the Act has the same meaning in these regulations.

Application for conversion of permit to operating licence [sections 79(2) or 82 of the Act]

2. (1) As contemplated in section 79(2) or 82 of the Act, the holder of a permit may apply to the board for the conversion of the permit to an operating licence by submitting a completed copy of the forms marked as Forms 1 and 10 of Annexure "B" and the additional information and documents referred to in subregulation (4).

(2) The board may require an applicant in terms of subregulation (1), to produce the original permit, or if applicable, original permits for inspection by an official of the board.

(3) An application contemplated by subregulation (1) may cover more than one vehicle but only if the vehicles concerned are used on the same route or routes or in the same area or areas.

(4) In addition to the information required by the application form (Form 1 of Annexure "B"), an applicant in terms of subregulation (1) must submit the following:

- (a) In the case of an application regarding a minibus taxi-type service, the certificate of registration or provisional registration of the applicant as a member of an association or, where applicable, a certificate contemplated in section 113(2) of the Act;
- (b) where the public transport service is provided in terms of an interim contract or current tendered contract, the original contract or a copy certified by the contracting authority; and
- (c) a statement by the applicant, the relevant planning authority and an association operating along the route or within the area as to whether or not the services authorised by the permit have been provided on a regular basis for a period of at least 180 days before the date on which application is made for conversion, unless the permit was issued less than 180 days before the date of application.

Submission of Regulation 2(1) Application to planning authority for recommendations

3. (1) (a) The board must, within 30 days of receiving an application in terms of regulation 2(1), submit copies of the application to all planning authorities in whose areas the service or services are being or will be operated, and in writing inform them that they may make recommendations or representations under sections 39(1)(b) and 81(5) of the Act within a specified period.

(b) The board must dispose of an application within 90 days of receipt thereof.

(2) Within the specified period referred to in subregulation (1)(a), a planning authority must—

- (a) verify the route details claimed by the applicant;
- (b) in the case of the conversion of a permit to an operating licence for a larger vehicle, submit recommendations to the board on, among other things, the availability of ranks or terminals or other facilities or spaces for boarding or alighting from, or holding or parking the larger vehicle concerned, and
- (c) submit any other recommendations or representations it may have in relation to the application.

(3) If a planning authority fails to respond within the 30-day period, the board may consider the application without the required input from that authority.

(4) In the process of converting radius or area based permits to route based operating licences, the board must adhere to route descriptions, identifications and numbers shown in transport plans, or, where such plans have not been approved, available drafts of such plans, in consultation with the relevant planning authorities and the Registrar.

(5) In providing input to the board under subregulation (4), planning authorities and the registrar must provide associations operating along the route or routes in question with adequate information to allow them to give input regarding such route descriptions.

Application for the granting, amendment or transfer of an operating licence for a contracted service [section 40(1)(b) of the Act]

4. (1) A person who wishes to apply for the granting, amendment or transfer of an operating licence for a contracted service must lodge a completed copy of the forms prescribed as Forms 2 and 10 of Annexure "B", which must be accompanied by the fee prescribed in Annexure "A" and the original commercial service contract or subsidised service contract concerned or a copy certified by the contracting authority.

(2) The following must be submitted with an application contemplated in subregulation (1), if such information does not appear in the relevant contract:

- (a) Written confirmation from the relevant contracting authority that the contract has been properly concluded;
- (b) the matters referred to in paragraphs (a) to (c) of subregulation (4) of regulation 2, and

(c) copies of any operating licences already held by the applicant.

(3) (a) The board must, within 30 days of receiving an application in terms of subregulation (1), submit copies of the application to all planning authorities in whose area the service or services are being or will be operated and in writing inform them that they may make recommendations or representations with regard to the application within a specified period.

(b) The board must dispose of an application within 90 days of receipt thereof.

(4) Within the specified period referred to in subregulation (3)(a), the planning authority must—

(a) submit recommendations to the board on the availability and improvement needs of terminals and bus stopping facilities on the routes in question for boarding or alighting of passengers;

(b) confirm whether it supports the application in the light of its transport plans, and

(c) submit any other recommendations or representations it may have in relation to the application.

Application for the granting, renewal, amendment or transfer of an operating licence for a non-contracted service [section 83(3) of the Act]

5. (1) A person who wishes to apply for the granting, renewal, amendment or transfer of an operating licence for a non-contracted service under section 83 of the Act must lodge with the board a completed copy of the forms prescribed as Forms 3 and 10 of Annexure "B" and the fee prescribed in Annexure "A".

(2) The applicant must also supply the following:

(a) The documents referred to in paragraphs (a) to (c) of subregulation (4) of regulation 2;

(b) where the applicant has not yet acquired the relevant vehicle, the type of vehicle and seating or passenger capacity of the vehicle to be operated under the operating licence, and

(c) in the case of a staff service where there is a written agreement between the applicant and the employer, such agreement or a copy thereof certified as correct by the relevant employer.

(3) Where a registered association has admitted a new member under section 112(3) of the Act who is not the holder of an operating licence, the applicant must submit a letter from the Registrar certifying that the applicant has been admitted to membership of such association.

(4) On receiving a letter contemplated in subregulation (3), the board must liaise with the Registrar to ensure that the registration of the applicant as a member of the association takes place simultaneously with the granting of the operating licence, should the board decide to grant it.

(5) (a) The board must, within 30 days of receiving an application contemplated in subregulation (1) for a service other than a charter service, submit copies of the application to all planning authorities in whose area the services are being or will be operated and in writing inform them that they may make written recommendations or representations with regard to the application within a specified period.

(b) The board must dispose of an application within 90 days of receipt thereof.

(6) Within the specified period referred to in subregulation (5)(a) the planning authority must—

(a) submit recommendations to the board on the availability of ranks or terminals or other facilities or spaces for boarding or alighting from, or holding or parking vehicles;

(b) state whether or not it supports the application in the light of its transport plans;

(c) state whether or not the public transport requirements for the particular route or routes are adequately served by an existing public transport service of a similar nature, standard or quality provided in terms of a commercial service contract or subsidised service contract or in terms of operating licences as shown by its transport plans;

(d) point out the existence of any by-law, regulation, prohibition, limitation or restriction that is relevant to the transport service that the applicant proposes to operate;

(e) supply recommendations on the matters set out in section 88(1) of the Act relating to the period for which the operating licence should be issued;

(f) submit any other recommendations or representations it may have in relation to the application.

Application for amendment of operating licence to replace a specified vehicle [section 90 of the Act]

6. (1) A person who wishes to apply for the replacement of the vehicle specified in an operating licence with another vehicle of the same passenger capacity or less under section 90 of the Act, must lodge with the board a completed form prescribed as Form 4 of Annexure "B".

(2) The applicant must supply his, her or its name and the identification or registration numbers required by the board, and the matters required by paragraphs (a) to (c) of subregulation (4) of regulation 2.

(3) Before the issue of the amended operating licence to the applicant, the applicant must—

(a) surrender the replaced operating licence to the board;

(b) remove completely all distinguishing marks required in terms of the Act and the Road Transportation Act, 1977, related to the replaced operating licence, and

(c) hand in such markings to the board, and present the vehicle for inspection by an official of the board.

Responsibilities of board regarding information and documents submitted with application forms

7. (1) Where an application is submitted under regulations 2, 4, 5 or 6:

- (a) the applicant must provide full and complete answers to the questions asked in the application form, and
- (b) the board, or authorised member or official thereof, as the case may be, must
 - (i) ensure that the application form has been properly completed;
 - (ii) ensure that all of the required accompanying documentation has been submitted and is valid and acceptable;
 - (iii) verify the information submitted as follows:
 - (aa) the vehicle particulars must be checked against the National Transport Information System (NaTIS) maintained by the National Department of Transport;
 - (bb) particulars of the applicant must be checked against the Land Transport Permit System referred to in section 78(4)(b) of the Act, or other available information systems, and
 - (cc) where the applicant is registered in another province, the applicant's particulars must be checked with the information systems of the Registrar of that province, and
 - (iv) enter into its Land Transport Permit System as required by section 78(4)(b) of the Act the following:
 - (aa) all information entered on the application form by the applicant;
 - (bb) in the case of an application for an operating licence for a minibus taxi-type service, the registration number of the applicant contemplated in section 59 of the Act;
 - (cc) in the case of an applicant for a contracted service, the information contemplated in section 85(4)(e) of the Act, and
 - (dd) the number and date of issue of the roadway certificate submitted to the board in terms of regulation 12.

(2) Within seven days after the board takes a decision with regard to an application, it must record a brief summary of the decision in the Land Transport Permit System and report thereon to the Registrar, relevant planning authorities and the Head of the provincial department.

(3) The board may reject applications that lack any of the information or documentation required by the Act or these regulations, or if full and complete answers are not provided to all the questions asked in the application form or if the required application fee is not paid at the time that the application is made.

(4) On receiving an application contemplated in regulations 2, 4, 5 or 6 that is accompanied by original documents, the board must make a copy of such document and hand the original back to the person lodging the application.

Publication of applications [section 37 of the Act]

8. The board must within 30 days of receipt of an application referred to in section 37(1)(a) and (b) of the Act, publish at least the following information in the *Government Gazette*:

- (a) The name of the applicant;
- (b) the postal address of the applicant;
- (c) the nature of the application, i.e. whether it is an application for granting, renewal, amendment, transfer or conversion;
- (d) the type of vehicle involved in the application, including its carrying capacity;
- (e) a detailed description of the route or routes on which, or, where applicable, the particular area in which, the vehicle is being or is to be used for the operation of the service to which the operating licence relates, through specification of the relevant street names, road numbers, beacons or land marks for each city, suburb, town, village or settlement, and
- (f) the date by which interested persons or bodies must submit their comments or representations.

Interprovincial services [section 30(3)(b) of the Act]

9. (1) In addition to the other matters required by these regulations, when the board receives an application contemplated in regulations 2, 4 or 5 it must, in the case of an interprovincial service, within seven days of receipt of the application, submit copies of the application by fax to the board of every other province in which passengers will be picked up or set down in terms of the proposed services.

(2) Where the board receives a copy of an application from another province similar to the one contemplated in subregulation (1), it must

- (a) as soon as possible after receiving the copy, submit it to all planning authorities in the Province in whose areas the services will be operated, and
- (b) submit to the board that sent the copy, its approval or non-approval of the application within 60 days of receipt of the application.

(3) A planning authority receiving a copy of an application under subregulation (2), must within 30 days submit to the board the relevant matters set out in subregulation (6) of regulation 5.

Representations regarding applications in respect of operating licences [section 37 of the Act]

10. (1) When an interested party wishes to submit comments or representations to the board objecting to or supporting an application of which notice is given under section 37 of the Act, the comments or representations must be in writing and be lodged by hand with, or sent by registered post to, the board not later than the specified date in the *Government Gazette* under that section.

(2) An interested party who submits comments or representations in terms of subregulation (1) must, before the specified date referred to in subregulation (1), also deliver by hand or send by registered post a copy of such comments or representations to the applicant at the address published in the relevant notice and furnish the board with proof of the delivery or posting.

(3) Such comments or representations must contain full particulars of the interested person's services or interests that will be affected by the application and specify to what extent and in what manner such services or interests will be affected by the application.

(4) An applicant who wishes to reply to comments or representations made in terms of this regulation must submit the reply to the board within 14 days of the specified date referred to in subregulation (1).

Convictions for offences to be considered by board in disposing of applications with regard to operating licences [section 83(1)(d) of the Act]

11. The convictions for offences that must be considered by the board in terms of section 83(1)(d) of the Act are convictions during the five years prior to the date of the application for offences in terms of—

- (a) the Act including those referred to in section 134(a) of the Act;
- (b) Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977);
- (c) Section 2 of the Dangerous Weapons Act, 1968 (Act 71 of 1968) (possession of an unlicensed firearm or dangerous weapon), or
- (d) the Explosive Act, 1956 (Act 26 of 1956) (illegal manufacture, storage or possession of explosives).

Roadworthy certificates [section 85(3)(a) of the Act]

12. The roadworthy certificate or certified copy thereof to be submitted to the board in terms of section 85(3)(a) of the Act before an operating licence is issued must not have been issued more than 180 days before the date on which the board issues the relevant operating licence.

Issuing of operating licences and distinguishing marks [sections 43(b) and 85(2) of the Act]

13. (1) An operating licence granted, renewed, amended, transferred or converted by the board in terms of the Act must be issued in the form set out in Form 5 of Annexure "B", together with a distinguishing mark in the form set out in Form 6 of that Annexure.

(2) In the case of a renewal, amendment, transfer or conversion, the operating licence may not be handed or sent to the holder before the replaced operating licence or permit has been lodged with the board and any replaced distinguishing mark has been destroyed.

(3) The board must notify the Registrar, relevant planning authorities and the Head of the provincial department in writing of all operating licences issued by it, within seven days of issuing them.

Application for duplicate original operating licence, permit or distinguishing mark [section 93(1)(e) of the Act]

14. (1) If the holder of an operating licence, permit or distinguishing mark satisfies the board by affidavit that it has been lost or destroyed, or produces an operating licence or permit that has been so damaged that the letters and figures on it are no longer clearly legible, the board must, on application by the holder, issue a duplicate original operating licence, permit or distinguishing mark.

(2) In the case of a holder of an operating licence registered or provisionally registered under section 112 of the Act, the affidavit must be accompanied by a letter from the Registrar confirming such registration or provisional registration.

(3) In the case of a second or subsequent application under subsection (1), the board may require the holder to appear before it to explain the circumstances in which the operating licence, permit or distinguishing mark was lost, destroyed or damaged.

(4) A duplicate operating licence or permit must be clearly endorsed "duplicate".

Fees [sections 40(1)(b) and 83(3) of the Act]

15. The fees prescribed in Annexure "A" are not refundable. The Minister may increase such fees from time to time by amending Annexure "A".

Inspectors [section 123(1)(b) of the Act]

16. (1) Every inspector must wear the uniform and display the official proof of identity issued to him or her by the Head of the provincial department.

(2) An inspector may not act in an official capacity as such unless he or she complies with subregulation (1).

(3) The Head of the provincial department must issue to every inspector a certificate of appointment in the form set out in Form 7 of Annexure B.

(4) Upon being requested, an inspector must show his or her certificate of appointment to every person with whom the inspector deals in an official capacity.

Stopping of vehicles by authorised officer [section 126(1)(a) of the Act]

17. An authorised officer while on duty may cause a vehicle to be stopped in terms of section 126(1)(a) of the Act in the manner contemplated by regulation 329 of the National Road Traffic Regulations, 2000 made in terms of the National Road Traffic Act, 1996 and published under Government Notice No. R 225 in Government Gazette No. 20963 dated 17 March 2000.

Distinguishing marks [section 43(b) of the Act]

18. (1) A distinguishing mark contemplated in section 43(b) of the Act must be so designed so that if, after it has been affixed to a vehicle, it is removed, the mark will be damaged.

(2) The holder of an operating licence or permit to whom a distinguishing mark has been issued must

- (a) affix the distinguishing mark with its inscribed side facing to the front in a conspicuous place on the left-hand side on the inside of the windscreen of the vehicle to which it relates;
- (b) maintain the mark in such a condition that all letters and figures on it are clearly legible, and where the mark is damaged, lost or not clearly legible, apply for a duplicate in the manner prescribed by regulation 14;
- (c) remove the mark from the vehicle concerned immediately after it, or the operating licence or permit to which it relates, has expired, lapsed or been cancelled, or after demand being made for its removal by an authorised officer.

(3) Distinguishing marks for vehicles used for interprovincial transport must be designed by the Province in consultation with the National Department of Transport.

(4) Distinguishing marks for vehicles used for intraprovincial transport may not have a form or colour which is likely to cause confusion with marks issued in respect of interprovincial transport.

(5) In the event that the vehicle is found to be unroadworthy by a registered vehicle testing station, having been tested in terms of the Road Traffic Act, 1996 (Act 93 of 1996), the distinguishing mark must be removed by an authorized officer and handed to an official of the board.

Information on vehicles to which operating licences relate [section 93(1)(f) of the Act]

19. (1) Particulars required by section 93(1)(f) of the Act to appear on a vehicle to which an operating licence relates, must be affixed or displayed on both front doors of the vehicle.

(2) Such particulars must be displayed in black lettering on a white rectangular background.

(3) The minimum dimensions of all letters and figures used in the inscription of the particulars required by subregulation (1), and the spaces between the letters and figures, must be as follows:

- (a) height of letters and figures: 40 millimetres (mm);
- (b) width of letters and figures: 20 mm
- (c) breadth of stroke of figures and letters: 5 mm
- (d) space between consecutive figures or letters: 5 mm
- (e) space between words on the same line: 15 mm.

(4) In the case of a minibus taxi-type service, the holder of the operating licence must in addition comply with Provincial Notice 5186 published in the *Provincial Gazette* on 17 October 1997, and the word "permit" where it appears in that notice must be read to include an operating licence.

(5) In the case of a tourist service—

- (a) the holder of an operating licence may apply to the board for a partial or total exemption from compliance with subregulations (1), (2) and (3), clearly stating the aesthetic reasons, and
- (b) should the board grant such an exemption, it must renew its decision on each occasion that the affected operating licence is renewed, amended or transferred, or the vehicle replaced, and may withdraw this exemption should it deem this appropriate.

Information on vehicles used for courtesy services [section 93(1)(f) of the Act]

20. (1) Whenever a courtesy service is provided, the following particulars must be affixed or displayed on both front doors of the vehicle used to provide the courtesy service:

- (a) the full registered name of the hotel or other organisation providing the courtesy service;
- (b) the full physical business address (not a postal address) of such hotel or organisation.

(2) Subregulations (2) and (3) of regulation 19 apply to the affixing or displaying of such particulars.

Staff services [section 91(2) of the Act]

21. (1) An application concerning an operating licence for a staff service involving a written agreement between the applicant and the employer, must be accompanied by such agreement or a copy thereof certified as correct by the employer.

(2) (a) The board must within 30 days of receiving an application for staff services, submit a copy of the application to all planning authorities in whose areas the services are being or will be operated for recommendations.

(b) The board must dispose of an application within 90 days of receipt thereof.

(3) Planning authorities receiving applications under subregulation (2) must take note of the applications for the purposes of their transport plans, and submit to the board any recommendations that they may have based on those plans within 30 days of receiving the application.

(4) Operating licences for staff services may not be granted contrary to the provisions of applicable transport plans.

(5) Applications for staff services may be granted on an area basis or on the basis of as and when required, if the planning authority is satisfied that they will not have a significant impact on its transport planning, and provided that they must be scheduled if they involve significant movement of commuters within the area of the planning authority.

(6) Operating licences for staff services involving a written agreement between the public transport operator and the employer, must be issued for the period of duration of such agreement, subject to section 35 of the Act.

Form of operating licences [section 85(2) of the Act]

22. An operating licence issued in terms of the Act must be in form prescribed as Form 5 of Annexure "B".

Offences and penalties [section 64(2) of the Act]

— 23. A person who contravenes or fails to comply with a provision of regulation 18(2), 19(1) or 20(1) is guilty of an offence and on conviction liable to imprisonment not exceeding three months, or a fine.

Short title

24. These regulations are called the Western Cape Regulations on Operating Licences, 2002.

ANNEXURE A: SCHEDULE OF FEES

Item	Section of Act	Regulation	Description	Fee
1.	40(1)(b)	4(1)	Application for granting, amendment, renewal or transfer of an operating licence for a contracted service	R25,00
2.	83(3)	5(1)	Application for granting, amendment, renewal or transfer of an operating licence for a non-contracted service	R25,00

ANNEXURE B: FORMS**Table of Contents**

- Form 1: Application for conversion of a permit to an operating licence.
- Form 2: Application for the granting, amendment, renewal or transfer of an operating licence for a contracted service.
- Form 3: Application for the granting, amendment, renewal or transfer of an operating licence for a non-contracted service.
- Form 4: Application for amendment of an operating licence to replace the specified vehicle.
- Form 5: Form of operating licence.
- Form 6: Form of distinguishing mark in respect of operating licence.
- Form 7: Certificate of appointment of inspector.
- Form 8: Authorisation for temporary replacement of specified vehicle.
- Form 9: Returns of information.
- Form 10: Affidavit regarding previous convictions for offences.

FORM 1-P1

**PROVINCE OF WESTERN CAPE
PUBLIC TRANSPORT BRANCH**

NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (ACT 22 OF 2000) (the Act)

APPLICATION FOR CONVERSION OF A PERMIT TO AN OPERATING LICENCE
(section 79(2) of the Act)

PARTICULARS OF APPLICANT

Surname/name of company,
corporation or other body of persons

[illegible]

First names (not more than 3)

Type of identification

[Attach relevant document or
certified copy]

RSA identity document		
Passport		Temporary identity certificate
Traffic Register Number		Foreign identity document
Founding Statement		Certificate of incorporation
Founding Agreement		Constitution
Other (specify)		

Identity no./business registration
number/traffic register no.

[illegible]

Trade name (if applicable)

[illegible]

Type of business

[illegible]

Postal address and code

[illegible]

Street address/main place of business
(if different from postal address)

[illegible]

Telephone number(s)

	Code	
	Code	

Facsimile number (if any)

	Code	
--	------	--

E-Mail address (if any)

Income tax registration number [Attach
registration certificate or certified copy]
OR

[illegible]

State reasons why the applicant is not registered as a tax payer

FORM 1-P3

TYPE OF PUBLIC TRANSPORT SERVICE OPERATED UNDER THE PERMIT

Type of service, e.g. scheduled,
minibus taxi type, etc

--

Have the services been provided on a regular basis for 180 days before the date this application was made?

Yes	No
-----	----

If YES, attach proof (affidavit from the applicant and letters from the relevant planning authority and from an association operating along the route)

If NO, give reasons

DETAILED DESCRIPTION OF AREA (Only for metered taxi services: area licences for minibus taxi type services will be granted only in exceptional circumstances)

PARTICULARS OF ROUTES

Describe the FIRST route in detail (as operated before this application)

Departure point

[illegible]

Destination

[illegible]

Route description (State street names or road numbers and each point where passengers are picked up or set down, and, where applicable, beacons or land marks for each city, town, village or settlement: vague route description will not be accepted)

[illegible]

FORM 1-P5

PARTICULARS OF VEHICLE(S)

- [1. A separate application must be lodged in respect of each motor vehicle where different route(s) or area(s) are sought in respect of the different vehicles.
2. The applicant must be registered in terms of the National Road Traffic Act, 1996 as the owner or operator of the vehicle, unless the applicant is a sub-contractor under a subsidised service contract or commercial service contract.]

[illegible]

	YEAR OF MANUFACTURE			CHASSIS NUMBER												TYPE OF VEHICLE				
1 st Vehicle																	Motor car	Minibus	Midibus	Bus
2 nd Vehicle																	Motor car	Minibus	Midibus	Bus
3 rd Vehicle																	Motor car	Minibus	Midibus	Bus

[illegible]

[If the application relates to more than three vehicles, particulars of the other vehicles must be supplied on separate sheets]

FORM 2-P2

[illegible]

[An affidavit must be completed regarding previous convictions for offences - Form 10]

PARTICULARS OF PERSON RESPONSIBLE FOR A JURISTIC PERSON

In the case of a company, close corporation or other juristic person, particulars of the person responsible to represent it must be given:

Surname	<input type="text"/>																									
First names (not more than 3)	<input type="text"/>																									
Identity number	<input type="text"/>																									
Type of identification	<input type="checkbox"/> RSA identity document													<input type="checkbox"/> Passport												
	<input type="checkbox"/> Other (specify) <input type="text"/>																									
Telephone number(s)	<input type="text"/>													Code <input type="text"/>												
	<input type="text"/>													Code <input type="text"/>												

FORM 2-P3

PARTICULARS OF EXISTING OPERATING LICENCE (In the case of an application for renewal, amendment or transfer)

Operating licence number

Board which issued the operating licence/permit

Date of issue

Year Month Day

[A permit must first be converted to an operating licence before it may be renewed, amended or transferred.]

TYPE OF PUBLIC TRANSPORT SERVICE

Type of service e.g. scheduled, minibus taxi-type, etc

Number of passengers that will be carried

REASONS FOR AMENDMENT OF OPERATING LICENCE (In case of an application for amendment)

State the type of amendment required and the reasons

DECLARATION BY APPLICANT/PROXY

I, the undersigned applicant/proxy declare that all of the particulars furnished by me in this form are true and correct.

Signature

Date

Place

FOR OFFICE USE ONLY

Fees Paid

R

Reference number

Date received

Year Month Day

Date dispatched to Gov. Gaz.

Year Month Day

Date form accepted as complete

Year Month Day

FORM 2-P4

PARTICULARS OF VEHICLE(S)

[The applicant must be registered in terms of the National Road Traffic Act, 1996 as the owner or operator of the vehicle, unless the applicant is a sub-contractor under the relevant subsidised service contract or commercial service contract.]

	VEHICLE REGISTRATION NUMBER	VEHICLE IDENTIFICATION NUMBER (VIN)	VEHICLE MAKE	YEAR OF MANUFACTURE	CHASSIS NUMBER	TYPE OF VEHICLE	SEATING CAPACITY	ROADWORTHY CERTIFICATE OR COF NUMBER	EXPIRY DATE OF ROADWORTHY CERTIFICATE OR COF	MAGISTERIAL DISTRICT FROM WHICH VEHICLE OPERATES OR WILL OPERATE
1 st Vehicle	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Motor car Minibus Midibus Bus	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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[If the application is made for more than two vehicles, particulars of the third and subsequent vehicles must be supplied on separate sheets.]

FORM 3-P1

**APPLICATION FOR GRANTING, RENEWAL, AMENDMENT OR TRANSFER OF OPERATING LICENCE
FOR A NON-CONTRACTED SERVICE (section 83(3) of the Act)**

1. The applicant must pay a fee in accordance with Annexure A on lodging the application.
2. Applicants are advised to withhold purchase of vehicles until the outcome of the application is known.
3. In the case of a staff service where there is a contract between the Public Transport Operator and the employer, the contract or a copy certified by the employer, must accompany the application.]

This application is for - [Tick applicable one]

11

11

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[illegible]

--

Temporary identity certificate	
Foreign identity document	
Certificate of incorporation	
Constitution	
Other (specify)	

Passport	
Traffic Register Number	
Founding statement	
Founding agreement	

[illegible][illegible][illegible][illegible]

Postal code

FORM 3-P2

Street address (if different from postal address)																									Postal code							
Telephone number(s)													Code																			
													Code																			
Facsimile number (if any)													Code																			
E-Mail address (if any)																																
Income tax registration number [Attach registration certificate or certified copy]																																
OR																																
State reasons why the applicant is not registered as a tax payer																																
Registration certificate/certificate that non-member qualifies for registration [Only in the case of a minibus taxi-type service]																																
Representative (if any): If someone is representing you, supply his or her name, address and telephone no.																									Postal code							
Telephone No.													Code																			

[An affidavit must be completed regarding previous convictions for offences - Form 10]

PARTICULARS OF PERSON RESPONSIBLE FOR A JURISTIC PERSON

In the case of a company, close corporation or other juristic person, particulars of the person responsible to represent it must be given:

Surname	<input type="text"/>																			
First names (not more than 3)	<input type="text"/>																			
Identity number	<input type="text"/>																			
Type of identification	<input type="checkbox"/> RSA identity document										<input type="checkbox"/> Passport									
	<input type="checkbox"/> Other (specify) <input type="text"/>																			
Telephone number(s)	<input type="text"/>										Code <input type="text"/>									
	<input type="text"/>										Code <input type="text"/>									

FORM 3-P4

DESCRIPTION OF AREA (Only for metered taxi and tourist services: area licences for minibus taxi type services will be granted only in exceptional circumstances)

PARTICULARS OF ROUTES

Describe the FIRST route in detail

Departure point

[illegible]

Destination

[illegible]

Route description (State street names or road numbers and each point where passengers are picked up or set down, and, where applicable, beacons or land marks for each city, town, village or settlement: vague route descriptions will not be accepted)

[illegible]

Describe the SECOND route in detail

Departure point

[illegible]

Destination

[illegible]

Route description (State street names or road numbers and each point where passengers are picked up or set down, and, where applicable, beacons or land marks for each city, town, village or settlement: vague route descriptions will not be accepted)

[illegible]

[If there are more routes, they must be described on a separate sheet of paper]

FORM 3-P5

AUTHORISED RANKS AND TERMINALS

State the authorised ranks and terminals used or to be used

REASONS FOR AMENDMENT OF OPERATING LICENCE (In case of an application for amendment)

State the type of amendment required and the reasons

DECLARATION BY APPLICANT/PROXY

I, the undersigned applicant/proxy declare that all of the particulars furnished by me in this form are true and correct.

Signature

Date

Place

FOR OFFICE USE ONLY

Fees Paid

R

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Reference number

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Date received

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Year
Month
Day

Date dispatched to Gov. Gaz.

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Year
Month
Day

Date form accepted as complete

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Year
Month
Day

FORM 4-P2

PARTICULARS OF PERSON RESPONSIBLE FOR A JURISTIC PERSON

In the case of a company, close corporation or other juristic person, particulars of the person responsible to represent it must be given:

Surname	[Grid for Surname]																								
First names (not more than 3)	[Grid for First Names]																								
Identity number	[Grid for Identity Number]																								
Type of identification	RSA document										Passport										[Grid]				
	Other (specify)																								
Telephone number(s)	[Grid]										Code					[Grid]									
	[Grid]										Code					[Grid]									

PARTICULARS OF OPERATING LICENCE

Operating licence number	[Grid for Operating Licence Number]																										
Board which issued the operating licence/permit	[Grid for Board]																										
Date of issue	[Grid]			[Grid]			[Grid]			[Grid]			[Grid]			[Grid]			[Grid]			[Grid]					
	Year			Month			Day																				

[A permit must first be converted to an operating licence before it may be amended]

TYPE OF PUBLIC TRANSPORT SERVICE

[Tick type of service: it may be necessary to tick more than one]

Type of service	Scheduled service	Minibus taxi-type service	[Grid]
	Unscheduled service	Charter service	[Grid]
	Long distance service	Metered taxi service	[Grid]
	Tourist service	Staff service	[Grid]
	Other type of service (describe)		
Number of passengers that are carried			
[Grid]			

FORM 4-P3

PARTICULARS OF REPLACING VEHICLE

- [1. The applicant must be registered as the owner or operator of the vehicle, unless the applicant is a sub-contractor under a subsidised service contract or commercial service contract.
2. The new vehicle must have the same passenger capacity, or less, and be of the same nature as the vehicle which it replaces.
3. The quality and standard of the public transport services authorised under the operating licence must not be affected by the replacement.
4. The replacing vehicle must be otherwise suited for the operation of the public transport service authorised by the operating licence.
5. The replacing vehicle must be certified as roadworthy in compliance with road traffic laws and be licensed.]

Vehicle registration number

Vehicle identification number (VIN)

Vehicle make

Year of manufacture

Seating capacity

Chassis number

Type of vehicle

 Motor car Minibus Midibus Bus

Roadworthy certificate/COF number

Expiry date of roadworthy
certificate or COF

Year Month Day

Magisterial district from which vehicle
operates

DECLARATION BY APPLICANT/PROXY

I, the undersigned applicant/proxy declare that all of the particulars furnished by me in this form are true and correct.

Signature

Date

Place

FOR OFFICE USE ONLY

Fees Paid

R

Reference number

Date received

Year Month Day

Date dispatched to Gov. Gaz.

Year Month Day

Date form accepted as complete

Year Month Day

FORM 5-P1

**PROVINCE OF WESTERN CAPE
PUBLIC TRANSPORT BRANCH**

NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (ACT 22 OF 2000) (the Act)

FORM OF OPERATING LICENCE (section 85(2) of the Act)

Issued in terms of and subject to the provisions of the National Land Transport Transition Act, 2000 (Act 22 of 2000), subject to the particulars and conditions set out below.

Operating Licence number

[illegible]

Application number

[illegible]

PARTICULARS OF HOLDER OF OPERATING LICENCE

Surname/name of company,
corporation or other body of persons

[illegible]

First names (not more than 3)

Identity no./business registration
number/traffic register no.

[illegible]

Trade name (if applicable)

[illegible]

Type of business

[illegible]

Postal address and code

[illegible]

Street address (if different from postal address)

[illegible]

Telephone number(s)

--	--	--

Code

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Code

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Code

Code

		Code	
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E-Mail address (if any)

Representative (if any):

[illegible]

Registration number (in the case of a
minibus taxi-type service)

[illegible]

Registered association (in the case of a minibus taxi-type service: unless the holder is registered as a non-member)

[illegible]

FORM 5-P3

PARTICULARS OF ROUTES

First route

Route number

--	--	--	--	--	--	--	--	--

Departure point

[illegible]

Destination

[illegible]

Detailed route description

[illegible]

Second route

Route number

--	--	--	--	--	--	--	--	--

Departure point

[illegible]

Destination

[illegible]

Detailed route description

[illegible]

[If there are more routes, provide particulars in an annexure.]

PARTICULARS OF AREA (Only for metered taxi services, and minibus taxi type services in exceptional circumstances)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

FORM 5-P4

AUTHORISED RANKS AND TERMINALS

Authorised ranks or terminals and other points for picking up and setting down passengers (where applicable)

TIME TABLES (In the case of a scheduled service)

The applicable time tables are attached as Annexure

☐ Yes☐ No

OTHER CONDITIONS IMPOSED BY THE BOARD (If applicable)

This operating licence is issued subject to the following conditions

Date of issue

Year				Month		Day	

Signature of designated official of Board

**PROVINCE OF WESTERN CAPE
PUBLIC TRANSPORT BRANCH**

FORM 6

NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (ACT 22 OF 2000) (the Act)

FORM OF DISTINGUISHING MARK IN RESPECT OF OPERATING LICENCE (section 85(4) of the Act)

Operating Licence number

[illegible]

Valid from

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Valid to

--	--	--	--	--	--	--	--

Year

Month

Day

Year

Month

Day

Holder

Vehicle registration number

[illegible]

Type of vehicle

[illegible]

Number of passengers that may be carried

--	--	--

Route number(s)

--	--	--	--	--	--

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FORM 8

PROVINCE OF WESTERN CAPE
PUBLIC TRANSPORT BRANCH

NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (ACT 22 OF 2000) (the Act)

AUTHORISATION FOR TEMPORARY REPLACEMENT OF SPECIFIED VEHICLE (section 94 of the Act)

This authorisation is issued in terms of, and subject to, the provisions of section 94 of the National Land Transport Transition Act, 2000 (Act 22 of 2000).

Authorisation is hereby granted to the following person/body

Name

--

Address

										Postal code									
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Registration number (in the case of a
minibus taxi-type service)

[illegible]

Being the holder of Operating Licence
number

valid from

--	--	--	--	--	--	--	--

to

--	--	--	--	--	--	--	--

Year Month Day

Year	Month	Day
------	-------	-----

to use the vehicle, particulars of which are stated below, in the place of vehicle registration number which has become defective temporarily, on a temporary basis for the period starting on and ending on

PARTICULARS OF REPLACING VEHICLE

Vehicle registration number

[illegible]

Vehicle identification number (VIN)

[illegible]

Vehicle make

[illegible]

Year of manufacture

--	--	--	--

Seating capacity

--	--	--

Chassis number

[illegible]

Type of vehicle

Motor car	Minibus	Midibus	Bus
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Date of issue

--	--	--	--	--	--	--	--

Year Month Day

Signature of authorised member of board

**PROVINCE OF WESTERN CAPE
PUBLIC TRANSPORT BRANCH**

FORM 10

NATIONAL LAND TRANSPORT TRANSITION ACT, 2000 (ACT 22 OF 2000) (the Act)

AFFIDAVIT REGARDING PREVIOUS CONVICTIONS FOR OFFENCES (section 83(1)(d) of the Act)

[To be completed by all applicants for the granting, renewal, amendment or transfer of an operating licence, and for conversion of a permit to an operating licence.]

Name of applicant

--

Identity no of applicant

[illegible]

I the undersigned

make oath/affirmation and say:

I have/have not* during the five years prior to the date of my application for the conversion of a permit or the granting, renewal, amendment or transfer of an operating licence*, been convicted of an offence in terms of -

- (a) the Act including those referred to in section 134(a) of the Act;
- (b) Schedule 1 of the Criminal Procedure Act, 1977 (Act 51 of 1977)
- (c) Section 2 of the Dangerous Weapons Act, 1968 (Act 71 of 1968), (possession of an unlicensed firearm or dangerous weapon), or
- (d) the Explosive Act, 1956 (Act 26 of 1956) (illegal manufacture, storage or possession of explosives).

[Where applicable state date of convictions and applicable court]

SIGNED and sworn to/affirmed before me at on this day of 20..... by the deponent who acknowledged that he/she knows and understands the contents of this affidavit, has no objection to taking the oath/affirmation which he/she considers binding on his/her conscience.

Commissioner of Oaths

* Delete whichever is not applicable.

