



HELPDESK CHECKLIST/CRTIERIA FOR NEW METERED TAXI APPLICATION/S. ONLY ONE VEHICLE PER APPLICATION FORM-WESTERN CAPE R300 PER APPLICATION AND TAKES+-60 DAYS.

Pre-emptory requirements for new metered taxi applications 2023	Yes	No
Standard application forms to be duly completed/submitted. (i.e. Form 1B, Certified copy of ID/Company Registration certificate/ Form10, Form 20, valid tax certificate (SARS) in the name of the applicant.		
Form 10(should be in the name of the applicant and certified at the police station)		
Vehicle seating capacity		
Proof of address.		
Route description as attached and indicated below.		
Method of correspondence		
Labour Law form		
Company proxy letter and Certified ID copy of the proxy.		
Definition		
New Impartiality form.		

	YES	No
<p>A new entrant. Applicant/s using a residential base, will be allowed a maximum of one application as per City of Cape Town’s (COCT) by-law unless the applicant is in possession of a regulation departure for the said residential base or a formal lease agreement for the use of a commercial property that accompanies the application. (Please note that a regulation departure is a permission acquired from the COCT’s Development Management Department. An application for a regulation departure may take up to 90 days to process.</p> <p>Where an applicant wants to lodge more than one application, he/she may qualify to lodge a maximum of only 5 new applications for metered taxi operating licences, providing that it is pursuant to the number of vehicles stipulated within the regulation departure, with the necessary permissions for commercial use of parking bays.</p> <p>If an applicant does not hold the required regulation departure, but wishes to apply:</p> <p>The applicant may submit an application for a regulation departure. Such an application must be lodged with the COCT’s, Development Management Department. (Please consult your local district planning office for e.g. owners of residences in the Wynberg area will have to apply at the South Peninsula district planning office etc.) An application for a regulation departure may take up to 90 days to process. (Please note only approved permissions i.r.o. regulation/permanent departures will be considered)</p> <p>Regulation Departures are lodged in terms of S42(b) of the Municipal Planning Bylaw to permit a departure from item 128 of the development management scheme.</p> <p>In the event of the applicant being in possession of a regulation departure, a copy thereof needs to be submitted.</p>		

The applicant may apply for new application/s, being in possession of a regulation departure provided that the following has been considered:

- Where an applicant wants to lodge new applications (a maximum of 5) and the regulation departure allows for up to 5 commercial parking bays, then that number of applications can be considered providing all other criteria is met together with the availability of remaining spaces in terms of the COCT demand and supply analysis.
- Where the regulation departure does not warrant for 5 commercial parking bays, the applicant may only apply for the number of new applications pursuant to the number of commercial parking bays approved within the regulation departure: or providing that the applicant secures an additional commercial property.
- (A lease agreement for the commercial property to be submitted that has sufficient vehicle capacity.)

Existing metered taxi operators applying for new application/s from a residence, where the applicant holds one or more than one operating licence from the same base will not qualify to apply for new applications. No other application/s can be considered unless he/she is in a possession of either a regulation departure for the residential base or a lease agreement to operate from a commercial property.

Existing rank metered taxi operators applying for new application/s from a residence will not qualify to apply for new applications unless he/she is in a possession of either a regulation departure for the residential base or a lease agreement to operate from a commercial property.

In the event of the applicant being in possession of a regulation departure, a copy thereof needs to be submitted.

Should the applicant be in a possession of a regulation departure, he/she may qualify to lodge **a maximum of only 5 new applications** for metered taxi operating licences, providing that it is pursuant to the number of vehicles stipulated within the regulation departure with the necessary permissions for commercial use of parking bays.

If an applicant does not hold the required regulation departure, but wishes to apply:

The applicant may submit an application for a regulation departure. Such an application must be lodged with the COCT's, Development Management Department. (Please consult your local district planning office for e.g. owners of residences in the Wynberg area will have to apply at the South Peninsula district planning office etc.) **An application for a regulation departure may take up to 90 days to process. (Please note only approved permissions i.r.o. regulation/permanent departures will be considered)**

Regulation/Permanent Departures are lodged in terms of S42 (b) of the Municipal Planning Bylaw to permit a departure from item 128 of the development management scheme.

The applicant may apply for new application/s, being in possession of a regulation departure if the following criteria has been met:

- Where an applicant wants to lodge new applications (a maximum of 5 applications), per applicant if the regulation departure allows for up to 5 parking bays for commercial use.
- Where the regulation departure does not warrant for 5 commercial parking bays, the applicant may only apply for the number of new applications pursuant to the number of commercial parking bays approved within the regulation departure.
- **Please note that new application/s can only be considered, providing that his/her current number of operating licences/vehicles, together with the number of new applications does not exceed the permissions as stipulated within the regulation departure for the respective residential base. (Maximum of 5)**
- Where the regulation departure does not accommodate the number of new applications (maximum of 5) or where the total number of operating licences/vehicles exceeds the regulation departure permissions, the applicant may apply for the balance (maximum of 5), providing that he/she secures a commercial property.
- (A lease agreement for the commercial property to be submitted that has sufficient vehicle capacity.)

<p>Where an applicant is not in possession of a regulation departure, but has secured a commercial base, the operators may apply for up to 5 operating licences, subject to the submission of a lease agreement and the availability of remaining spaces in terms of demand and supply.</p>	YES	NO
<p>Applicants will not be allowed to apply for more than 5 new applications even if regulation departures/commercial premises/lease agreement allows for the use of commercial vehicles exceeding this amount.</p>		
<p>Address on the application must correlate with that of the proof of address</p>		
<p>Proof of home ownership (full title ownership) or rental of property to be provided as part of the application;</p> <p>In the case of a unit within a block of flats or apartments with a sectional title scheme, then the body corporate must confirm that a parking bay is allocated to the applicant and that a business can be conducted from the property indicated as a base; Where the block of flats or apartments have not been sectionalised, then the owner of the block of flats must confirm that a parking bay is allocated to the applicant and that a business can be conducted from the property indicated as a base; (b) A private estate, then the home owners' association must confirm that a parking bay is allocated to the applicant and that a business can be conducted from the property indicated as a base;</p> <p>A commercial or retail property - including hotels or guest houses, then a formal agreement between the owner of the property and the applicant must accompany the application.</p> <p>A parastatal or state-owned entity property (such as ACSA, PRASA, PORTNET, SANPARKS, CTICC, etc.), then proof a formal agreement between the owner of the property and the applicant must accompany the application.</p> <p>Where the applicant is a tenant/resides with family/friends/renting etc. the owners of the said property to submit an affidavit stating that the applicant is a resident at the address and that permission has been granted for the use of a parking bay for commercial use. Furthermore, a copy of the owner's identity document to be submitted, together with a utility bill. In the case of a letting agent, a proxy indicating the agent may act on behalf of the property owner.</p>		
<p>The base address for operating licence application/s must be within the City of Cape Town boundaries. (Only base addresses within the City of Cape Town boundaries can be considered.</p>		

	YES	NO
<p>Authority/description on the application should read as follows:1 From <Operator Base Address> to within the boundaries of the City of Cape Town;(Only base addresses within the City of Cape Town boundaries can be considered and should read as above.)</p>		
<p>In the case of foreign nationals, a valid certificate of residence/working permit to be submitted.</p>		
<p>The residence certificates/working permit for foreign nationals, must be valid for at least 18 months at the time of application. Applicants in possession of a spousal visa, not meeting the afore-mentioned requirement, should in writing submit a motivation to the PRE.</p>		
<p>Should the residence certificate/working permit clearly specify the type of work or where specific labour skills have been listed, the applicant will forfeit the application process.</p>		
<p>Applications can either be submitted online, emailed or handed in physically at the Vangate Shared Service Centre. No cash payments will be allowed.</p>		
<p>In the case of an informal residential dwelling/backyard dweller, a letter from the Ward Counsellor is required. (One application per informal dwelling.)</p>		
<p>Vehicles rendering a metered taxi type service must not be older than 10 years to ensure the same quality and standard of service in terms of the passenger experience and to ensure that the vehicle fleet is regularly recapitalised.</p>		
<p>No Charter or any other public transport service authority to be added as an additional authority to an operating licence carrying a metered taxi service authority.</p>		
<p>Applicant to be advised that standard tariffs will be applied (R13 flag fall; R15 per kilometre; R60 waiting time per hour)</p>		
<p>Enquiries to be directed to the following email addresses: , lizette.wilmot@westerncape.gov.za (Ph 021 483 0214) shantel.radien@westerncape.gov.za (Ph 0673363816) joan.abrahams@westerncape.gov.za (Ph 483 0240) Feroza.Richards@westerncape.gov.za (Ph 483 0298) Colette.Kuyler@westerncape.gov.za (0448132905)</p>		