



**Western Cape
Government**

Transport and Public Works

PROVINCIAL REGULATORY ENTITY

Operator Assessment Form

Compulsory in the case of applications for operating licences in respect of charter/tourist services

OPERATOR ASSESSMENT FORM - CHARTER TRANSPORT SERVICES

(Application for an operating licence made in terms of section 54 of the National Land Transport Act (act no.5 of 2009).

Operator Name		ID No./Company Reg.	
Application Ref.		Contact No (Cellular)	
Fax		Email address	

Section A – Information in respect of criminal convictions (Section 57(1)(e)/3(b) of NLTA read together with regulation 18 the National Land Transport Regulations (2009).

Do you have any previous convictions?	Yes	No
Please indicate the type of offence for which you were convicted.	Offence I.t.o National Land Transport Act (Act no.5 of 2009) Offence in terms of Schedule 1 of the Criminal Procedures Act (Act no.51 of 1977) Offence I.t.o any Provincial Road Traffic Act. An offence in respect of occupational safety /labour relations	Offence I.t.o National Road Traffic Act (Act. No93 of 1996) Possession of unlicensed firearm, explosives or any other dangerous weapon. Fraud or dishonesty Other
If other, please list the type of offence(s).		
Please indicate the year in which you were convicted.		

Please tick (x) the appropriate box

Section B – Experience in public transport or related sector

B1 – Relevant / related experience			
Experience Type	0-3 years	3-7 years	More than 7 years
Customer relations			
Business Management			
Business owner / partner			
Other (specify)			

B2 - Experience as an operator in the transport environment Please tick (x) the appropriate box			
Mode	0-3 years	3-7 years	More than 7 years
Minibus-taxi			
Mefered taxi			
Charter			
Tourist			
Staff			
Scholar			
Government contracted services			
Scheduled long distance bus			
Unscheduled long distance bus			
Courtesy service			

Please indicate all your experience in the public transport sector. This could for example be 9 years experience in tourism transport and 2 years experience in charter services

B3 - Other experience in the public transport sector			
Experience Type	0-3 years	3-7 years	More than 7 years
Driver / Employee in public transport sector			
Public transport regulatory environment			
Public transport planning			
Public transport law enforcement			

B4 – Impartiality – (Please indicate if you or your spouse, partner or immediate family members are employed in any of the following sectors?)

Any regulatory entity dealing with operating licence applications including the Transport Appeals Tribunal.	A municipal division /branch directly responsible for the development of Integrated Transport Plans	Any law enforcement Unit responsible for public transport law enforcement (including SAPS)	Testing stations contemplated in the National Road Traffic Act.			
			Yes		No	
If you are employed in any of these sectors, please indicate whether permission has been granted to undertake remunerative work outside of these institutions?			Yes		No	
Has the permission document been submitted to the PRE			Yes		No	

Section C – Vehicle information

C1 - Vehicle Type		C2 – Vehicle Age	
Bus		Make	
Mini-bus		Model	
Midi-bus		Year of first registration	
Adapted LDV		Seating Capacity	
Sedan (Car)		FOR OFFICIAL USE	
Tuk-Tuk		New	
Mixed fleet including bus		1-5 years	
Mixed fleet excluding bus		6-10 years	
		Older than 10 years	

C3 – Safety Specifications		C4 – Vehicle Branding	
Mini - bus - TRP compliant		Company Branding	
Midi-bus – TRP compliant		No Branding	
Minibus – Not compliant with TRP		Transport for Cape Town approved branding	
Midi-bus – Not compliant with TRP		Advertising	
Luxury Sedan		Other – Specify:	
Standard Sedan			
Bus			

(TRP – Taxi Recapitalisation Project) Please note only mini-buses and midi-buses that were manufactured after September 2006 are compliant with the taxi recapitalisation project. The only exception to this rule is the Toyota Quantum that can be a 2005 model.

C5 – Vehicle Maintenance		C6 – Procurement Information	
Service Plan		Vehicle bought cash	
Motor Plan		Financial agreement in place	
Vehicle to be serviced at service facility		Vehicle lease agreement	
In-house servicing		Other:	
Other		Vehicle lease agreement submitted	
Specify		Letter from financial institution submitted	

D – Business information

D1 - Type of Entity			D2 - Professional Registration (Tourism body)								
Personal Capacity	Close Corporation	Pty Ltd	Submitted Proof		National		Provincial		Local		Specify
			Yes	No	Yes	No	Yes	No	Yes	No	
D3 – Tour guide Information			D4 – Employees								
Registered Tour guide	Employs full time tour guide	Contracted when required	1-3 Employees	4-7 employees	8 – 12 employees	More than 12 employees					
						Specify:					

E – Facility

Base address (where vehicle will be parked and where the service will be provided from)							
E1 – Facility Type				E2 – Zoning Information			
Dedicated business Facility	Shared business Facility	Residential Facility	Lease agreement submitted	Title deed submitted	Zoned for business	Residential Zoning	Zoning certificate submitted
							Yes No

E3 – Dedicated Office Space		E4 – Minor vehicle repair facility		E5 - Number of vehicles in fleet		
Yes	No	Yes	No	1-5	6-9	10 or more
						Specify:
E6 – Dedicated parking bays			FOR OFFICIAL USE ONLY			
1-5 vehicles	6-9 vehicles	10 or more vehicles	Bays commensurate to vehicles (business)	Vehicles exceed bays (business)	Sufficient private parking bays	Insufficient private parking bays

F. Ancillary (Supplementary) Infrastructure

F1 – Call centre information			F2 – Booking System					
Dedicated call centre	Reception	Email / fax facility	Custom Database	MS Excel	MS Word	Manual (book)	e-hailing system	Other (specify)

F3 – Vehicle Despatch / Assignment				
Custom designed	Radio despatch	Manual	e-hailing system	Other (please specify)

G. Marketing Information

Marketing information										
	Website	Radio/ tv	Yellow pages	Referrals	Bill-boards	Flyers / brochures	Business cards	Social media	Booking kiosk	Travel agents
Current										
Prospective										
Proof Submitted										
Website address							Name of travel agent			
Facebook Page										
Other marketing tools										

Current (in place at the moment) / prospective (in the process of being developed or to be developed)/submitted (document has been submitted to the PRE)

H. Demand for proposed service

H1 – Demand frequency			H2 – Demand type					
Regular demand	Intermittent demand	Ad hoc demand	Sporting organisation	Hospitality Industry	Reputable Company	Government Departments	Individuals	Other
Specify other								

H3 – Contractual agreement / Letters in support of application						
Name of company/organisation	Category as per H2	Tender	Contract	Support Letter	Verbal undertaking	Contractual Period / Period of support

Category as per H2 – can be either the hospitality industry, government departments, etc.
Contractual period / period of support – number of years/months

FOR OFFICIAL USE ONLY

Temporary operating licences granted
for preceeding calendar year

1-10	11-20	<20	

I. Operating licence /Registration information

I1 – No of operating licences			I2 – Type of operating licences held by applicant						
None	1-5	More than 5	Minibus taxi	Metered taxi	Charter Service	Tourist Service	Staff Service	Scholar Service	Other Service
Specify other:									

I3 – Registration information			
Are you registered with the Provincial Tax Registrar as a minibus-taxi operator?	Yes	No	
Are you part of any Taxi Association (without being officially registered)	Yes	No	
If so, please indicate the name of the Association			
Are you operating a minibus-taxi type service without being registered?	Yes	No	
Have you previously applied for a minibus-taxi operating licence?	Yes	No	

FOR OFFICIAL USE ONLY (Risk Profile)

None	Low	Medium	High

J – Compliance History

Was your vehicle ever impounded or fined for operating without a valid operating licence?	Yes	No	Occurrences	
Was your vehicle ever impounded or fined for operating contrary to the conditions of the operating licence?	Yes	No	Occurrences	
Was your driver ever fined for moving violations i.e. disobeying a traffic signal?	Yes	No	Occurrences	
Did you ever receive a fine in respect of the roadworthiness of the vehicle?	Yes	No	Occurrences	
Do you have any outstanding warrants?	Yes	No	Indicate number of outstanding warrants	
Do you have any outstanding fines	Yes	No	Indicate the number of outstanding fines	
Do you have outstanding licence fees in respect of any of your vehicles?	Yes	No	Indicate the number of affected vehicles	

K – Objections received /Endorsement

Objector (For official use only)									
PA	Other GD	Affected Party	Interested Party	Public	Community Organisation	Other	No Objection	substantive	No/ Substantive

Planning authority directions – For official use			
Planning Authority directions	Grant		Refuse
Other Government Departments	Grant		Refuse

Please note the following:

- All information supplied will be verified against the Land Transport Permit System, the National Land Transport Information System, the Registrar’s Administration System and the National Traffic Information System;
- The PRE reserves the right to do a site inspection to validate the information provided by the applicant;
- An operating licence may be withdrawn if the decision of the Provincial Regulatory Entity was based on misleading/false information provided as part of the operating licence application process (see section 79(3) of the NLTA).

I _____ declare that the information provided to the Provincial Regulator Entity is correct / accurate.

Capacity	
Applicant	
Applicant (sole member of company)	
Applicant (member of company)	
Duly authorised representative	
Signature	

Signed at _____ on this _____ day of _____ 20____

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Application Reference Number	
Captured by:	
Preliminary assessment score	

I.e. Provision of Charter Services

The National Land Transport Act (Act no. 5 of 2009) contains the following definition of a "**charter service**" means a public transport service operated by road involving the hire of a vehicle and a driver for a journey at a charge arranged beforehand with the operator, where—

- neither the operator nor the driver charges the passengers individual fares;
- the person hiring the service has the right to decide the route, date and time of travel; and
- the passengers are conveyed to a common destination, and includes vehicles hired with drivers.

I _____ do understand the definition for the service type I applied for.

Date: _____