



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**Application to the Department of Forestry, Fisheries and the Environment in terms of Regulation 4 (14) of the Regulations published in terms of section 83 of the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008): Control of Use of Vehicles in the Coastal Area: (Government Notice No. R. 496 of 27 June 2014) (“the Regulations”)**

**RENEWAL APPLICATION FOR AN OFF-ROAD VEHICLE PERMIT**

**DEPARTMENTAL POSTAL DETAILS**

Department of Forestry, Fisheries and the Environment  
Attention: Director: Coastal Development & Protection

2<sup>nd</sup> Floor, East Pier Building  
East Pier Road  
Victoria and Alfred Waterfront  
Cape Town  
8000

Completed application form can also be submitted via  
e-mail to : [ORVPermitting@dfpe.gov.za](mailto:ORVPermitting@dfpe.gov.za)

View the Department’s website on <http://www.dffe.gov.za> for the latest version of this document

<u>Permit Category</u>	Tick the applicable box
4(1)(a) carrying out a non-recreational activity in terms of a right, permit or exemption granted under the Act, the Marine Living Resources Act, 1998 (Act No. 18 of 1998) or the Sea Fishery Act, 1988 (Act No. 12 of 1988)	<input type="checkbox"/>
4(1)(b) scientific research	<input type="checkbox"/>
4(1)(c) operating a tourism business	<input type="checkbox"/>
4(1)(d) accessing private property provided there is no reasonable alternative access to the property	<input type="checkbox"/>
4(1)(e) producing an advertisement, film, still photograph or a television programme	<input type="checkbox"/>
4(1)(f) access by a physically disabled person	<input type="checkbox"/>
4(1)(g) hosting a fishing competition	<input type="checkbox"/>
4(1)(h) the construction or maintenance of infrastructure authorised by a law	<input type="checkbox"/>

**Please Note:**

- A different renewal application must be submitted for each permit to be renewed
- Permits can only be renewed if the original permit is still valid

<u>Appendix Checklist</u>		Tick the box if the appendix is attached
<b>Appendix A</b>	<b>A copy of the original application form, with all appendices</b>	<input type="checkbox"/>
<b>Appendix B</b>	<b>A copy of the permit and certificate(s) to be renewed</b>	<input type="checkbox"/>

**Please Note:** All the above appendices must be attached

**NOTES: YOU MUST READ THESE**

1. This Application Form is current as of 30 November 2022. It is the responsibility of the Applicant / Environmental Assessment Practitioner (“EAP”) to ascertain whether subsequent versions of the Application Form have been published or produced by the competent authority. Note that this Application Form replaces all the previous versions. This updated Application Form must be used for all **renewal** applications. A copy of this form and its appendices must be kept by the applicant and must be submitted to the delegated authority upon request. A renewal application will only be considered for a permit which is still valid (i.e. not expired) on the date of application. If the original permit has expired before submission of a renewal application, the new application form must be used instead of the renewal application form.
2. This document is divided into the following sections:  
Section A: Applicant Details  
Section B: Compliance

Section C: Amendment Details (Only when necessary)  
Section D: Map of the area(s) where vehicular access is sought

Section C must only be completed if an amendment to the permit is required with the renewal. Sections C and D must be completed if the amendment requires changes to the access point(s) / area(s) to be accessed is sought. All required sections must be completed in full.

3. Please ensure that all the necessary information required as annexures or attachments to this application are provided to facilitate the consideration of your application. Applications must be submitted to the address or email address listed on Page 1 of this Application Form.
4. The required information must preferably be typed within the spaces provided. The sizes of the spaces provided are not necessarily indicative of the amount of information to be provided. The space provided extend as each space is filled with typing. A legible font type and size must be used when completing the form. The font size should not be smaller than 12pt (e.g. Arial Narrow 12). A digital copy of the Application Form is available on the Department's website (details on Page 1). If the application is completed by hand, the required information must be attached to the Application Form where the spaces provided are insufficient.
5. The use of "not applicable" in the Application Form must be done with circumspection and all fields must be completed. It is essential to answer all relevant questions to ensure that the application can be properly assessed. **Failure to fully complete the Application Form could result in a request for further information, which could cause unnecessary delays in the processing of the application.**
6. Unless protected by law, all information contained in and attached to this Application Form will become public information on receipt by the competent authority. This application must be completed and signed by the applicant.
7. The Department will submit your completed application for comment to the relevant provincial authority and / or manager of a protected area if your application affects a coastal protected area. This is due to the co-operative governance requirements of the Constitution of the Republic of South Africa. The Department will, in consultation with the relevant authority(ies), endeavour to process your application within a reasonable period of time, defined as 50 (fifty) working days, subject to inclusion of all the information required in the application form. You are therefore requested to submit your application form **at least 50 (fifty) working days prior** to the date on which you propose to use a vehicle(s) in the coastal area.
8. The timeframes stated in paragraph 7 above only commences once all required information requested in this application form have been submitted to the Department and includes a duly completed application form.
9. Additional information may be requested at any time during the application process if incomplete information was submitted or if new information requiring further investigations or information comes to light during consultation with the relevant authority(ies) or site visit(s). Consultations by the applicant with specific organisations, authorities, persons or interested parties may be requested by the Department and the application will be considered incomplete until the results of such consultations have been submitted to the Department in writing.

10. Please note that, on expiry of this renewed permit (if authorised), you must return the original certificate(s) issued with the permit, at your own cost, to the Department within 10 (ten) working days of the expiry of the permit.
11. A renewal application may not be submitted for an exemption. A new exemption application may be submitted to the Department for consideration.
12. Should the applicant wish to be exempted from complying with any requirements specified in regulations 4 for the granting of a permit, the exemption Application Form must be completed and submitted to the Minister. The Minister shall only issue an exemption if satisfied that granting such an exemption will not result in significant harm to the coastal area, will not seriously affect any rights of the general public to enjoy the coastal area, and is in the public interest, or alternatively in the interest of protecting the environment. The exemption Application Form can be obtained from the web address on Page 1 of this Application Form.
13. Mark the appropriate box “☒” and provide a detailed description /motivation where required.

## SECTION A: APPLICANT DETAILS

Applicant Name:			
Organisation / Club Affiliated to (if any):			
RSA Identity Number / Passport Number:			
Trading name (if any):			
Company Registration Number:			
Postal address:			
		Postal code:	
Telephone:		Cell:	
E-mail:			

**SECTION B: COMPLIANCE**

Were any of the conditions listed in the permit for which renewal is sought breached / not adhered to?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, list the conditions breached / not adhered to and provide details:				
Have the conditions of any other permits / authorisations granted to the applicant or the individuals listed in the permit for activities in the coastal area been transgressed during the validity period of the original permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, list the permits / authorisations and provide details:				
Has the applicant or the individuals listed in the permit transgressed the provisions of any legislation or been issued with a fine or warning during the validity period of the original permit for an activity in the coastal area?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, list the permits / authorisations and provide details:				

**Please note:**

- A copy of the original application form, with all its appendices; and a copy of the permit and certificate(s) for which an amendment is sought must be attached to the application as **Appendices A** and **B** respectively
- Where additional authorisations are required for the specific vehicle use or activity for which the vehicle use is required, copies of such authorisation or proof that such authorisations have been applied for must be attached to this application form

## SECTION C: AMENDMENT DETAILS

Please note: This section must only be completed if an amendment is required with the renewal of the permit

Reasons for the amendment request:			
Details of the amendment request:			
Will granting the amendment request cause significant harm to the coastal environment?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Provide details:			
Will granting the amendment request negatively affect the right of members of the public to safely use and enjoy the coastal area where vehicular access is sought?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Provide details:			

**Please note:**

- Where vehicles are to be substituted / added to the permit, the vehicle registration number(s) must be provided under amendment details and photographs showing each vehicle from the front and the side must be attached to this application form
- Where drivers of the vehicles are to be substituted / added, copies of their drivers licence(s) must be attached to the application

form

- Where changes to the access point(s) / area(s) are requested, a map showing the details as required in section D must be provided
- Where the space provided is insufficient, please attach the required information as an appendix to this application form

<b>Type of amendment</b>		Tick the applicable box
<b>a</b>	<b>Correction of a non-substantial error on the permit or certificate</b>	<input type="checkbox"/>
<b>b</b>	<b>Change of a vehicle (same class of vehicle), removal of vehicles or change / removal of persons allowed to drive vehicles</b>	<input type="checkbox"/>
<b>c</b>	<b>Change of a vehicle (different class of vehicle) or addition of vehicles or persons allowed to drive vehicles</b>	<input type="checkbox"/>
<b>d</b>	<b>Change in access point / area to be accessed</b>	<input type="checkbox"/>
<b>e</b>	<b>Change / removal of a condition of the permit</b>	<input type="checkbox"/>
<b>f</b>	<b>Other (Please specify):</b> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>

#### SECTION D: MAP OF THE AREA(S) WHERE VEHICULAR ACCESS IS SOUGHT

**Please note:** This section must only be completed if changes to the access point(s) / areas where vehicular access is sought is required

Access point location(s):		
Farm / Erf name(s) & number(s) including portion(s) for which access is sought via the coastal area:		
Physical address of the property for which access is sought:		
Coordinates:	Latitude (S)	
	Longitude (E)	

**Please note:**

- Where numerous properties are crossed, attach a list of property descriptions and street addresses to the application form
- Where numerous access points / routes exist, indicate all possible access points / routes on a map attached to the application form

Province in whose area of jurisdiction the activity falls:	
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Municipality in whose area of jurisdiction the activity falls:			
Closest City or Town:		Distance (km):	

Locality map:	<p>A locality map must be attached to the application form. The scale of the locality map must be at least 1:50 000. The scale must be indicated on the map. The map must indicate the following:</p> <ul style="list-style-type: none"> <li>• an accurate indication of the access point(s) requested, all possible alternative access points as well as the areas of intended use;</li> <li>• road names or numbers of all the major roads as well as the roads that provide access to the site(s)</li> <li>• a north arrow;</li> <li>• a legend;</li> <li>• the prevailing wind direction;</li> <li>• GPS co-ordinates (Indicate the position of the proposed access points to and from the coastal area using the latitude and longitude of each access points. The co-ordinates should be in degrees and decimal minutes. The minutes should have at least three decimals to ensure adequate accuracy. The projection that must be used in all cases is the WGS-84 spheroid in a national or local projection);</li> <li>• property boundaries; and</li> <li>• all natural features within the vicinity of the site (e.g. watercourses, shoreline, dunes, etc.)</li> </ul>
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**Declaration By Applicant**

I hereby confirm that I am fully aware of my responsibilities in terms of Government Notice No. R. 496 of 27 June 2014 and that any failure to comply with it may constitute an offence in terms of the Regulations.

**These Regulations are available from the Department of Forestry, Fisheries and the Environment: Branch Oceans and Coasts, e-mail [ORVPermitting@dffe.gov.za](mailto:ORVPermitting@dffe.gov.za) or may be downloaded from the website <http://www.dffe.gov.za>.**

I, the undersigned, do hereby declare that the information submitted with and in this application is true, correct, and complete, and that the copies of the documents submitted are true and copies of the original documents. I understand that if any information furnished in this application is not true or complete, including providing false documentation, the falsification of any document, the making of any misleading or false statements, or the non-disclosure of material information or information which may materially affect the evaluation of this application, this may disqualify the application or lead to it being refused. If it later transpires that the info was false then the exemption may be withdrawn.

<b>Signature of the applicant</b>	
<b>Full Name</b>	
<b>Signed at (place)</b>	
<b>Date</b>	

If this application has been prepared or completed by, or on the advice of, any person other than the applicant or an employee of the applicant, then this third party must complete the following as well:

<b>Signature of the third party</b>	
<b>Full Name</b>	
<b>Signed at (place)</b>	
<b>Date</b>	