RECREATIONAL PERMIT SOLUTION

Department of Forestry, Fisheries and the Environment

forestry, fisheries
& the environment

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

Table of Contents

1. INTRODUCTION

This user guide will describe the steps a user must take to register, apply for a recreational fishing permit, make payment, and download the recreational fishing permit on the Recreational Permit solution.
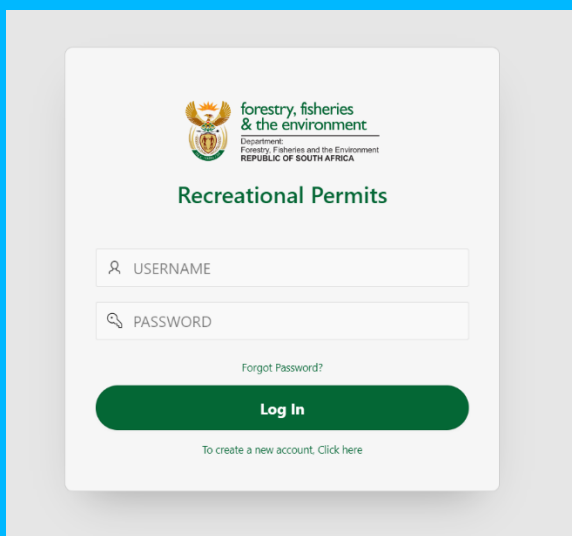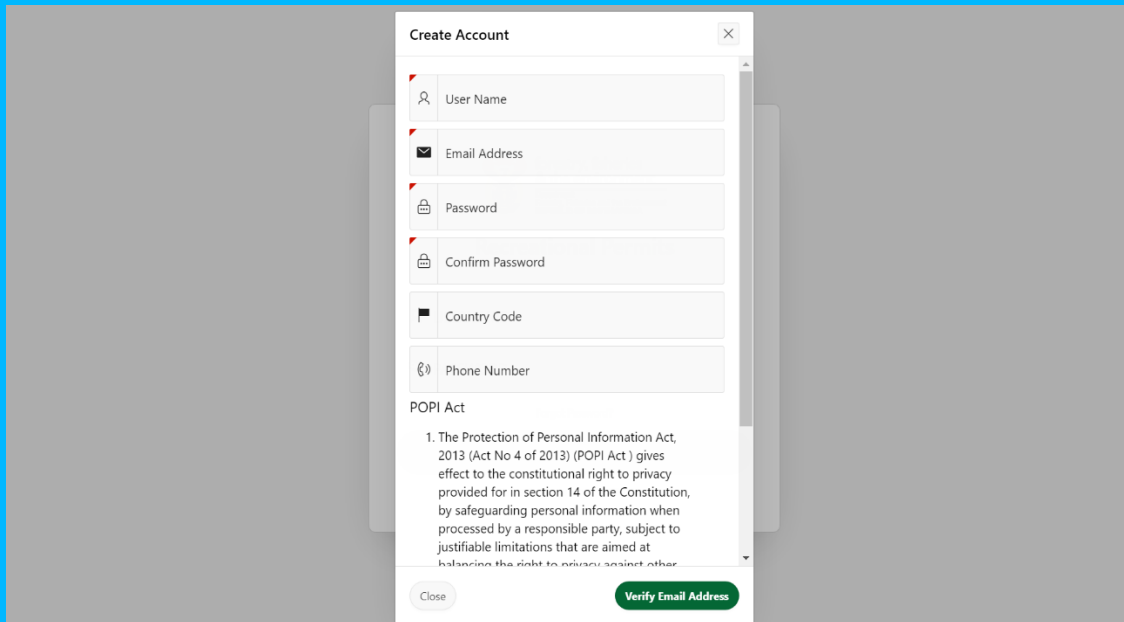
2. GETTING STARTED

Before registering as a user on the Recreational Permit solution, all users must have access to an e-mail account.

3. USER REGISTRATION

To have access to the Recreational Permit solution a user needs to register. Below are the steps to register a new user account:

1.   In the web browser, enter the website address https://www.fishing.dffe.gov.za
2.   Click on **"To create a new account, Click here"** link**.**

3.   The pop-up screen below will be displayed.

4.   Enter the mandatory fields (User Name, Email address, Password, Confirm password).

5.   The user must read the Terms and Conditions and if in agreement, click on the "**Verify Email Address"** button.

6.   A one-time-pin ('OTP') will be sent to the user's entered email address.

7.   The pop-up screen below will be displayed.
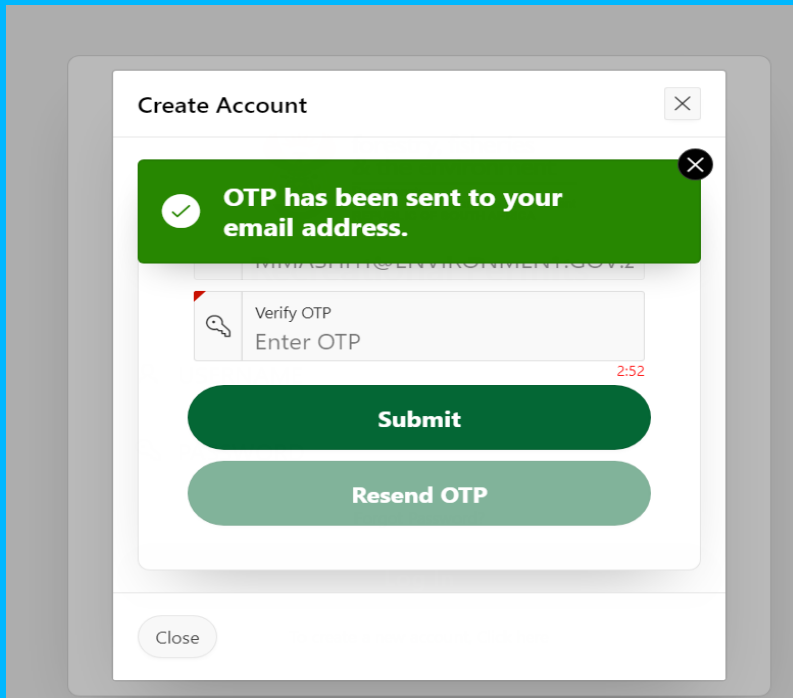
8. Enter the OTP in the Verify OTP text box from the email that was sent to your email address.

9. Click the "**Submit**" button.

10. You should then be re-directed to the login page where you can enter your registered account credentials.
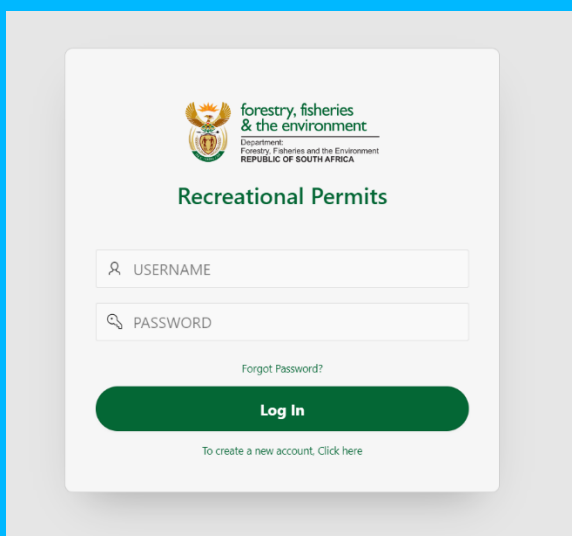
4. ACCESSING THE SOLUTION

Below are the steps to access the Recreational Permit solution:

1. Once the user has registered, they will be able to access the Recreational Permit solution. In the web browser, enter the website address https://www.fishing.dffe.gov.za

2. The Login page will be displayed.

3. To log into the system, enter your registered User Name in the user name text box.

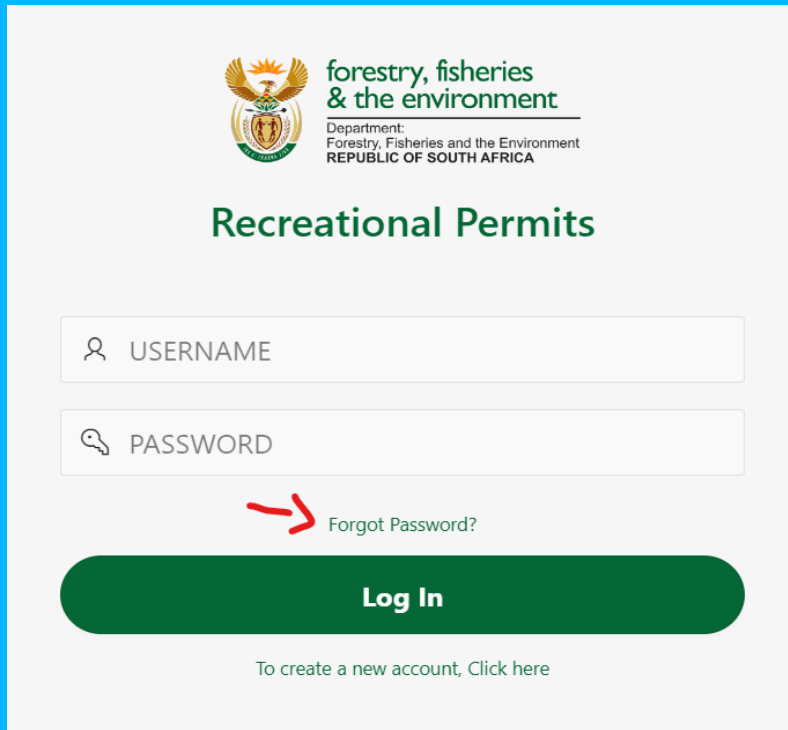4. Enter your registered Password in the password text box.

5. Click on the "**Log In**" button and the Home Page screen will be displayed.

5. FORGOT PASSWORD

The user will be able to change their password through this function.

1. The "**Forgot Password?**" link can be found above the Log In button.

2. Click the "**Forgot Password?**" link.
3. The Verify Email Address pop-up screen will be displayed.

4. Enter your registered email address in the Email Address text box.

5. Click on the "**Verify Email Address**" button. An OTP will be sent to your email address.

6. Enter a new password in the New Password text box and re-type the password in the Confirm Password text box. Also enter the OTP that was sent to your email address in the Verify OTP text box.

7. Click the **"Submit"** button.

8. A pop-up message will appear that your password was changed successfully, and you will be directed to the Login page.

6. LOGOUT

The user will be able to logout of the Recreational Permit solution.

1.   Click on your name that is displayed on the top right hand side of the page (shown below).
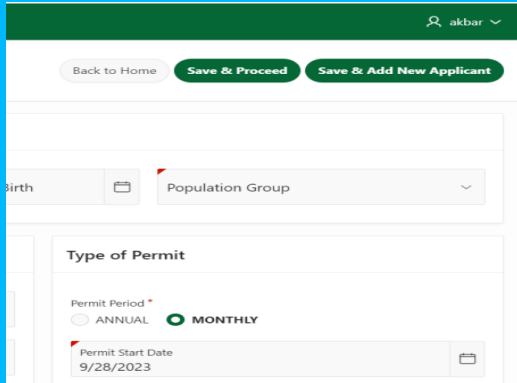
2.   A Sign Out pop-up will be displayed.
3.   Click on the "**Sign Out**" button.
4.   The solution will be re-directed to the Login page.

7. PERMIT APPLICATION

To apply for a recreational fishing permit, the user must login to the **Recreational Permit** solution (see section 4 regarding the Login process).

7.1 USER BEING THE APPLICANT

After the user have login onto the solution, the following page will be displayed.
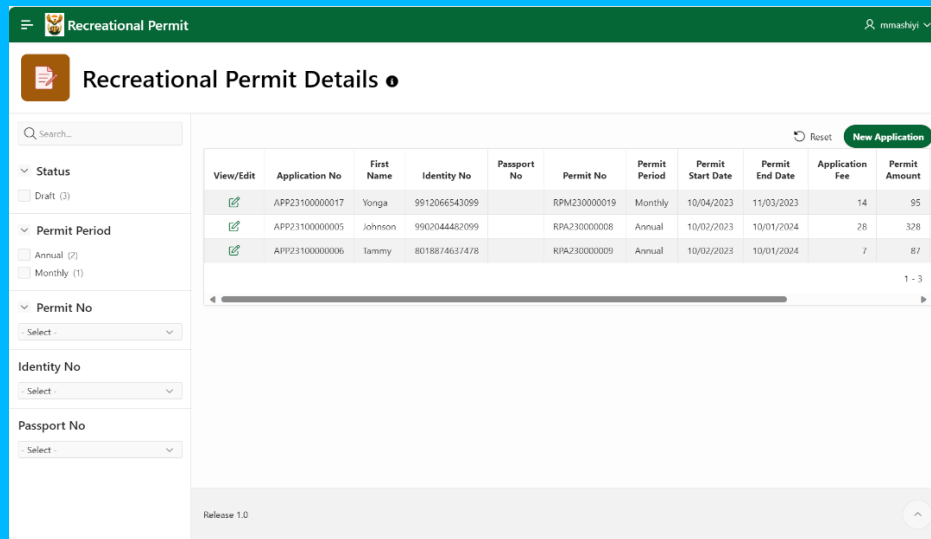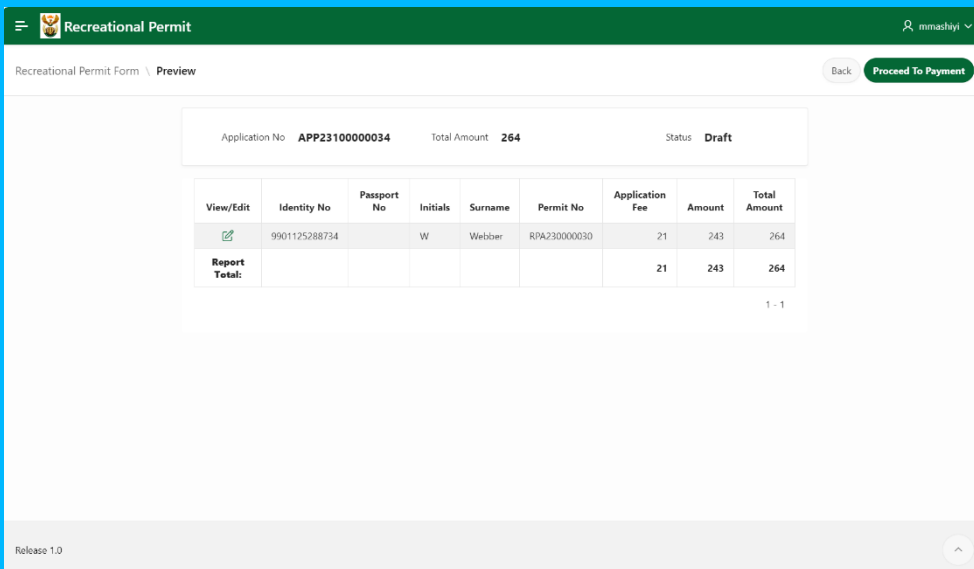
1. To create a recreational fishing permit, the user will click on the **"New Application"** button. The below page will be displayed.

2. The user will be required to capture the information that is mandatory (Title, Initials, First Name, Surname, Gender, Date of Birth, Population group, Identity

Number or Passport Number, Employed (Y/N), City, Postal code, Cellphone number, Permit Period (Annual or Monthly), Permit Start Date, Permits (types of activities) on the page.

3.   The user must click on the **"Save & Proceed"** button to proceed to make a payment.

4.   After clicking on **Save & Proceed**, the below page will be displayed to indicate the fees that are charged and the total amount that must be paid.

5.   After clicking on the "**Proceed To Payment"** button, the solution will display the Terms and Conditions pop-up screen. After reading the user must click on the "Agreed and Continue" check box and click on the "**Accept"** button.
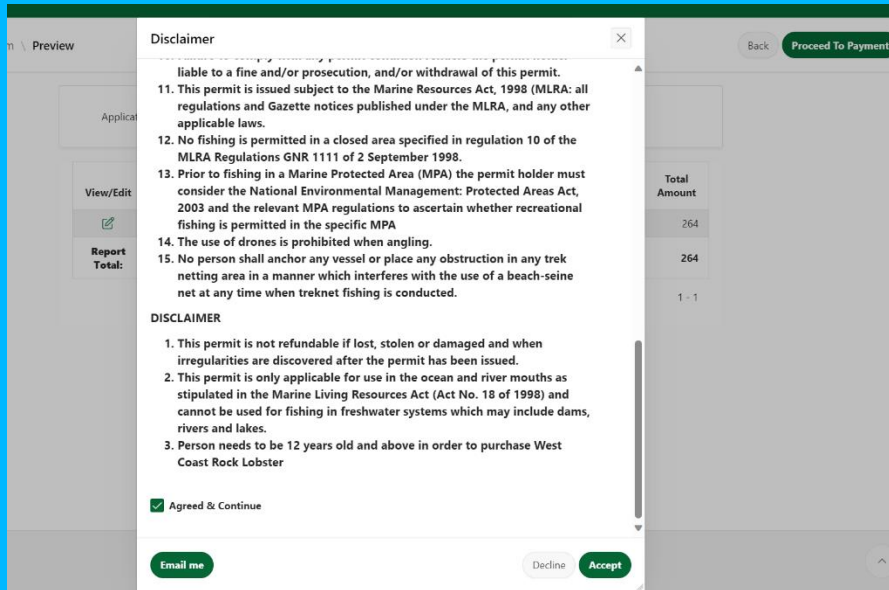
6.   The user must click on the "**Pay Now"** button to start the payment process and will be directed to the FNB Payment details page. The below page will be displayed.
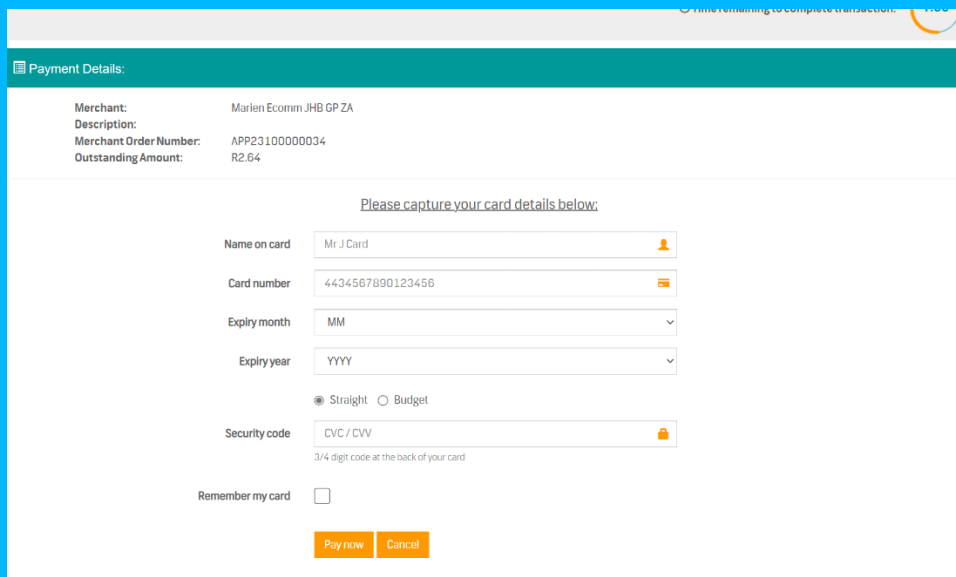
7.   The user must complete the mandatory fields: Name on card, Card number, Expiry month, Expiry year, indicate Straight or Budget, Security code and select the option to Remember my card. The user must click on the "**Pay now"** button.

8.   When the payment was successful, the below page will be displayed:
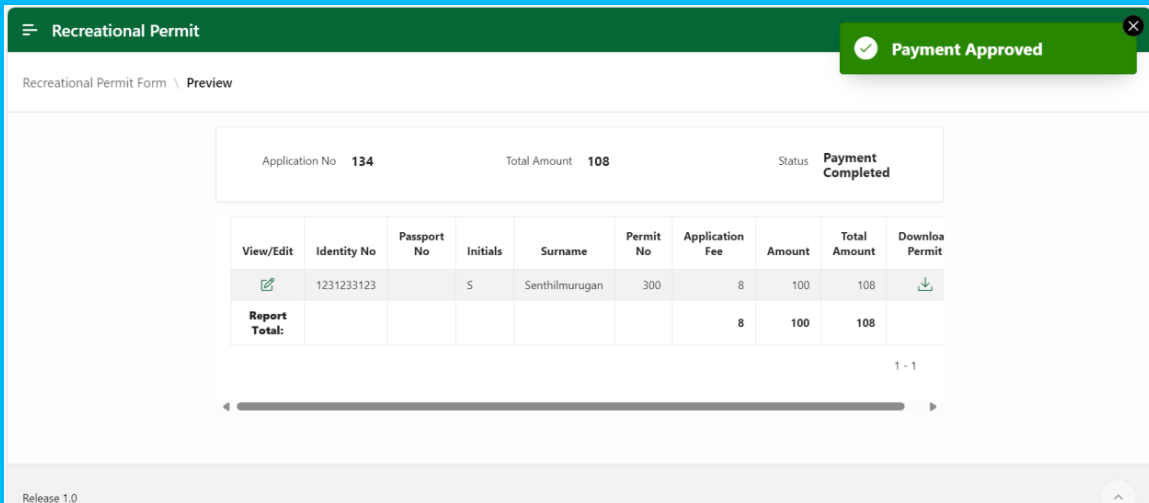
9. The user must download the recreational fishing permit by clicking on the last field in the row that contains the user's recreational fishing permit (the button below the Download Permit column heading).

10. The recreational fishing permit holder must have a copy of the permit when participating in recreational fishing activities.

Download Permit

Download

forestry, fisheries
& the environment
Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

Recreational Permit

Application No	128	Permit No	292	ID or Passport No	TEST
Initials	TET	Surname	TEST	Date of Birth	21/09/2023
Permit Period	ANNUAL	Permit Validity	26/09/2023 to 25/09/2024		
Permit Type	Angling, East Coast Rock Lobster, Oyster (25 oysters only in KZN), Scuba Diving in MPA☐s				

NOTE:

1. In KwaZulu-Natal the following activities no longer require a separate permit from KZN Nature Conservation Service: use of a drag net or hoop net, fishing for Sand Prawn, Mussel, Oyster, Octopus or Mole Crab. When these activities are conducted in KwaZulu-Natal, this national permit issued by the South African Post Office is valid and options 11, 12, 13 and/or 14 above apply; whichever is indicated upon purchase of the permit.
2. No more than 10kg Aquatic Plants and 10 Aquarium Fish shall be collected per day.

GENERAL PERMIT CONDITIONS

1. **Fish caught in terms of this permit and fish products thereof is strictly not for sale.**
2. This permit is valid for a period of one month from the date of issue in the case of a monthly and in the case of an annual permit, one year from the date of issue, except for, East Coast Rock Lobster and West Coast Rock Lobster permits, which are only valid from the date of issue until the day preceding the respective closed seasons. The aforementioned two permits also expire when the catch return has been completed in full (40 entries), in which case a new permit may then be obtained by following the application procedure.
3. Under no circumstances shall the validity of this permit be extended.
4. No permit is valid during such closed seasons as stipulated from time to time in the regulations and notices promulgated under the Marine Living Resources Act, 1998.
5. Daily catches as stipulated in the regulations shall not be exceeded, including by means of taking out more than one permit at the same time.
6. Fish caught or collected in terms of this permit may not be sold, bartered, donated or traded.
7. This permit is not transferable.
8. This permit is valid only if the signature and identity number (or passport number - foreign visitor only) of the permit holder have been inscribed thereon in indelible ink and if the official receipt, as issued by the South African Post Office, is attached to this permit.
9. This permit and the identity document / South African drivers' licence (or passport - foreign visitor only) of the permit holder must be available for inspection purposes at the time and location where the activity in respect of which the permit has been issued, is exercised..
10. The catch return on the reverse hereof must be completed punctually and in full in indelible ink before and immediately after each rock lobster fishing effort. Only one catch return entry per line is permitted.
11. Failure to comply with any permit condition renders the permit holder liable to a fine and/or prosecution, and/or withdrawal of this permit.
12. This permit is issued subject to the Marine Resources Act, 1998 (MLRA: all regulations and Gazette notices published under the MLRA, and any other applicable

7.2   APPLYING FOR ADDITONAL PERMITS

To apply for additional recreational fishing permits, the user can click on the "**Save & Add New Applicant**" the top right to create another recreational fishing permit. Follow the same steps as described above.

8. ASSISTANCE/HELPDESK

If the user has any queries or require any assistance, the user can contact the departmental helpdesk on **EPEnquiries@dffe.gov.za.**