

Transport Types:

Bus/Tourist/Charter/Shuttle/Metered/Taxi/Scholar/Staff Services

Requirements:

Operating License New Applications (NLTA, Act no 5 of 2009, section 54 and 62)

a. Completed application form* (1B)
b. Certified ID copy/ Company Registration Certificate (CC);
c. Recommendation letter: Letter from Association (mini-bus taxi) Letter from Educational Institution (scholar transport) Letter from the taxi council & association (metered taxi) ** Letter from airport, hotel, B&B (tours, shuttle) Letter from organized groups (charter/organized parties) Letter/contract from company & list of staff (staff services)
d. Original Tax Clearance Certificate (SARS);
e. Valid Contract (if a contracted service);
f. Specify the type of vehicle;
g. Provide a detailed description of the route.

Registration Office:

Note: New Public Transport Service Providers are, by law, required to register with the Department.

To register, the following documents are required:

- Copy of ID/Company/CC;
- Copy of SARS' Tax Clearance;
- Proof of Address;
- Certificate of Fitness (CoF); (of vehicle(s))
- Certificate of Registration (CoR). (of vehicle(s))

Gauteng TOLAB* Offices**

Tshwane Office:

Cnr. Eskia Mphahlele and Johannes Ramokhoase Streets.
(opp. Marabastad Home Affairs)
Tel: (012) 327 3611/3738 (oh)
GPS Coordinates: 25° 44' 40.1554" S, 28° 10' 23.8008" E

Johannesburg Office:

No.11 Diagonal Street, (cnr. Pritchard) Diamond Building

Switchboard: (011) 227 8341/45/46 (oh)

GPS Coordinates: 26° 12' 15.0012" S, 28° 2' 8.9988" E

West Rand Office:

Cnr Park and 6th Avenue

West Rand Municipality Building

Randfontein

Tel: (011) 411 5212/5147 (oh)

GPS Coordinates: 26° 10' 49.2218" S, 27° 42' 7.9808" E

Ekurhuleni Office

No. 1 Hardach Street (opp Germiston Magistrate's Offices)

Germiston

Contact numbers: (011) 437 5932 / (011) 876 3800 (oh)

GPS Coordinates: 26° 12' 20.9808" S, 28° 9' 35.5392" E

Notes:

- *Application forms are obtainable at offices.
- ** Not applicable to e-hailing (Uber/Taxify etc) service applications.
- ***Transport Operating Licensing Administrative Boards (TOLAB's) are open during office hours and closed on weekends.
- All applications cost R300.00 each.