



**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 (1) (c) 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”).**

**PERMIT APPLICATION: VEHICLE USE IN THE COASTAL AREA FOR THE PURPOSE OF OPERATING A TOURISM BUSINESS**

**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  
to via email 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

<b><u>Appendix Checklist</u></b>		Tick the box if the appendix is attached
<b>Appendix A</b>	<b>A copy of your identity document</b>	<input type="checkbox"/>
<b>Appendix B</b>	<b>Proof of payment of the application fee</b>	<input type="checkbox"/>
<b>Appendix C</b>	<b>Proof of registration of tour guides and copies of all marketing material for the intended tour in the coastal area</b>	<input type="checkbox"/>
<b>Appendix D</b>	<b>An Operational Plan which meets the requirements of regulation 4(6)(a)(v)</b>	<input type="checkbox"/>
<b>Appendix E</b>	<b>An Environmental Plan for the proposed vehicle uses in the coastal area which meets the requirements of regulation 4(6)(a)(vi)</b>	<input type="checkbox"/>
<b>Appendix F</b>	<b>Attached a valid permit, licence or other written permission from an organ of state to conduct a tourism business where required by law</b>	<input type="checkbox"/>
<b>Appendix G</b>	<b>A detailed map of the area (1:50 000) or copy thereof, showing the area of intended use and the proposed access points / routes</b>	<input type="checkbox"/>
<b>Appendix H</b>	<b>Photographs of vehicles intended to be used in the coastal area</b>	<input type="checkbox"/>
<b>Appendix I</b>	<b>Copies of the identity documents and driver's licences of all persons who will be driving the vehicle(s)</b>	<input type="checkbox"/>
<b>Appendix J</b>	<b>Other (if applicable)</b>	<input type="checkbox"/>

**Please Note:** All the above appendices must be attached to the Application Form, even if a similar application for the above activity was previously submitted to the Department.

## 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 **new** applications. A copy of this form and its appendices must be kept by the applicant and must be attached to the renewal Application Form if / when the applicant applies for renewal of the permit (if applicable).
  
2. This document is divided into the following sections and **all sections must** be completed in full:
  - Section A: Applicant Details
  - Section B: Proposed Access and Activity Information
  - Section C: Duration of Access Required
  - Section D: Vehicle Details
  - Section E: Effect on the Environment
  - Section F: Rights of the Public
  - Section G: Mitigation and Monitoring Measures
  - Section H: Assumptions and Uncertainties
  - Section H: Recommendations of the EAP
  - Section I: Appendices

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 listed on Page 1 of this Application Form. Applications not containing the required signature(s) shall not be considered by the relevant authority until such signed document(s) has / have been received.
4. The required information must 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).
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. If the application is completed by a third party (such as a consultant or legal representative), then this third party's details must **also** be provided as required in this application.
7. The Environmental Plan to be submitted as an appendix to the application form must include information on the following minimum public commenting process:
  - Comments from individuals living / owning property within a 100 m radius of the proposed area where vehicle access is sought. Please note: the 100 m radius applies to all access points as well as the entire extent of the area to be accessed.
  - Comments from relevant provincial and local authorities, the managers of any coastal protected area and any other within which or adjacent to which the proposed vehicle access will occur.
  - Proof that comment was requested from all interested and affected parties by placing a notice on a relevant local municipal notice board(s) or notice of a public open day(s) was widely broadcasted and that a public open day was held (if applicable).

Please note: either a notice on a municipal notice board or a public open day can be held. Where notice is placed on a municipal notice board, a 5 (five) calendar day commenting period must be used as a minimum. Where an open day is held, the commenting period may be open until all interested and affected parties identified in bullets 1-3 above have provided comment (the commenting period may, however, be closed after 5 (five) days).

8. 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 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 60 (sixty) 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 60 (sixty) working days prior** to the date on which you propose to use a vehicle(s) in the coastal area.

9. The timeframes stated in paragraph 8 above only commences once all required information requested in this Application Form has been submitted to the Department and includes a duly completed Application Form.
10. 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).
11. If applicable - please note that on expiry of the previous permit issued to you, you must return the original certificate(s) issued with that permit, at your own cost, to the Department within 10 (ten) working days of the expiry of that permit.
12. A permit to operate a Tourism Business in term so of regulation 4(1)(c) requires the payment of an application fee as published in the relevant *Government Gazette*, can be issued for a maximum period of 5 (five) years and may be renewed once for a maximum period of 2 (two) years, upon application. The renewal Application Form and all its appendices must be submitted to the Department at least **50 (fifty) working days** before the expiry of the original permit. If the original permit lapses before a renewal application is received by the Department, a new application must be submitted to the Department (i.e., a renewal application will only be considered if received by the Department while the original permit is still valid). Submission of an application for renewal does not automatically extend the validity of the original permit; therefore, the activity may not continue after expiry of the original permit unless a renewal or new permit has been granted by the Department. Permits may only be renewed once, after which a new application must be submitted.
13. 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.

## SECTION A: APPLICANT DETAILS

Mark the appropriate box (if using computer) "☒" and provide a detailed description/motivation where required.

Applicant Name:	<input type="text"/>
Organisation / Club Affiliated to (if any):	<input type="text"/>
RSA Identity Number / Passport Number:	<input type="text"/>
Trading name (if any):	<input type="text"/>
Company Registration Number:	<input type="text"/>

Postal address:			
		Postal code	
Telephone:		Cell:	
E-mail:			
Environmental Assessment Practitioner ("EAP"):			
Contact person:			
Postal address:			
		Postal code	
Telephone:		Cell:	
E-mail:			
EAP Qualifications:			
EAP registrations / Associations:			
Landowner of property to be accessed (if different from the applicant):			
Contact person:			
Postal address:			
		Postal code	
Telephone:		Cell:	
E-mail:			

**Please note:**

In instances where there is more than one landowner (e.g. where several alternative access points exist or where the access to the coastal area traverses several adjoining properties), please attach a list of landowners with their contact details to the back of this form.

- A copy of applicant's Identity Document must be attached to the application as **Appendix A**

**SECTION B: PROPOSED ACCESS AND ACTIVITY INFORMATION**

Cross out the appropriate box "☒".

Is the use of a vehicle in the coastal area required to effectively operate a Tourism Business?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details of how the vehicles will be used and why its use is required:				

**Please note:**

- Proof of payment of the *Gazetted* application fee must be attached to the application as **Appendix B**. A copy of the *Gazetted* fees can be obtained from the Department using the contact details on page 1.
- Proof of registration of all tour guides and copies of all marketing material for the intended tour in the coastal area must be attached to the application as **Appendix C**
- A copy of the Operational Plan that meets the requirements of regulation 4(6)(a)(v) must be attached to the application as **Appendix D**

Is a permit, licence or other written permission required from any Organ of State to conduct a tourism business?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details of Organs of State and the type of permission required and if not required a letter confirming this:				

**Please note:**

- An Environmental Plan for the proposed vehicle use in the coastal area which meets, as a minimum, the requirements of regulation 4(6)(a)(vi) must be attached to the application as **Appendix E**. See the instructions above for guidance on the public participation requirements for the Environmental Plan.

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	

- **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 as **Appendix G**

Province in whose area of jurisdiction the activity falls.		
Municipality in whose area of jurisdiction the activity falls:		
Closest City or Town:		Distance(km): <input type="text"/>

Access point name:		Distance (m/km): <input type="text"/>
Coordinates:	Latitude (S):	
	Longitude (E):	
Access point name:		Distance (m/km): <input type="text"/>
Coordinates:	Latitude (S):	
	Longitude (E):	
Access point name:		Distance (m/km): <input type="text"/>

Coordinates:	Latitude (S):		
	Longitude (E):		
Access point name:		Distance (m/km):	
Coordinates:	Latitude (S):		
	Longitude (E):		

**Please note:**

- 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 supplied in decimal degrees and contain at least 6 decimal places to ensure accuracy one metre. The projection that must be used in all cases is the WGS-84 spheroid in a national or local projection.

Locality map:	<p>A locality map must be attached to the application as <b>Appendix F</b>. 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; the prevailing wind direction;</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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**Site Access**

Is there an existing access public road leading to the coastal area?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Provide details:				
<input type="text"/>				
Describe the type of access road to the coastal area (for existing access and access to be constructed):				
<input type="text"/>				



Does the route within the coastal area (if any) pass through or adjacent to any Protected Area or Marine Protected Area (MPA)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Provide a brief description:				

**Please Note:** indicate the position of the access road on the locality map (this must be attached as **Appendix G**)

**Land use character of surrounding area**

Please indicate the land use characters surrounding the area and give more details.

- Untransformed area, residential area, nature, or protected area, harbour/ etc

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**Please note:** The Department may request specialist input/studies depending on the nature of the land use character of the area and impact(s) of the activity(ies).

**SECTION C: DURATION OF ACCESS REQUIRED**

Please state the date(s) / period for which access is sought below.					
Maximum period allowed in the regulations		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Other (please specify):		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
From (date):		To (date):			
Do any of the above-nominated dates fall within a school holiday period or on public holidays?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please provide details:					
The duration and frequency of the proposed vehicle use in the coastal area (i.e. the number of times a day vehicular access is sought).					

## SECTION D: VEHICLE AND DRIVER DETAILS

Describe the type(s) of vehicle(s) that is / are to be used in the coastal area (make and registration number(s)):

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List all drivers of the abovementioned vehicle(s) to whom this permit application applies:

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Please state all measures to be implemented to ensure that disturbance of the coastal environment due to vehicle use is minimised

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**Please note:**

- Photographs of the vehicles to be used in the coastal area must be attached as **Appendix H**. Photographs from the front and side of each vehicle must be provided.
- Copies of the driver's licences and identity documents of all drivers must be attached as **Appendix I**

## SECTION E: EFFECT ON THE ENVIRONMENT

As a general rule vehicle use will not be permitted in areas considered sensitive or inappropriate, including:

- Mangrove forests, dunes, wetlands, saltmarshes, estuaries, river mouths, or any vegetated areas considered sensitive;
- Beaches with unsuitable physical attributes or natural barriers such as steep gradients, rocky headlands or outcrops, wave-cut rocky platforms;
- Areas providing habitat for sensitive species such as turtle nesting sites and bird roosting and nesting sites;
- Sites of cultural significance, including archaeological and palaeontological sites, such as shell middens; and
- Protected areas such as coastal parks, coastal nature reserves and marine protected areas.

Proposals to use vehicles in such areas will therefore require adequate motivation.

**FEATURES OF COASTLINE**

Indicate the word(s) that best describes the coastal area, access route and adjacent areas for each of the categories on the left (cross out (“☒”) the appropriate box(es)).

Terrain	Rocky outcrops	<input type="checkbox"/>	Rocky shores	<input type="checkbox"/>	Calcified dunes	<input type="checkbox"/>	Cliffs	<input type="checkbox"/>	Sandy Shore	<input type="checkbox"/>
Soil	Clay	<input type="checkbox"/>	Mud	<input type="checkbox"/>	Silt	<input type="checkbox"/>	Sand	<input type="checkbox"/>	Gravel	<input type="checkbox"/>
Coastal area	Accreting	<input type="checkbox"/>	Eroding	<input type="checkbox"/>	Stable	<input type="checkbox"/>				
Estuary	Mouth	<input type="checkbox"/>	Moving	<input type="checkbox"/>	Stable	<input type="checkbox"/>	Floodplain	<input type="checkbox"/>		
Other features (describe):										

Is there any soil erosion present on or near the access point(s) and / or coastal area within which vehicle use is proposed?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please specify extent:				

Indicate the word(s) that best describes the features of the access point(s) and its surroundings (cross out (“☒”) the appropriate box(es))

> 30 m between the high-water mark and the base of fixed dunes	<input type="checkbox"/>	Vegetated Parallel Dunes	<input type="checkbox"/>	Unvegetated Parallel Dunes	<input type="checkbox"/>
Area or site of special attraction	<input type="checkbox"/>	Dune Blowouts Present	<input type="checkbox"/>		
Other (describe):	<input type="checkbox"/>				

**SURFACE WATER**

Indicate the surface water present on and or adjacent to the coastal area within which vehicle use is proposed (cross out (“☒”) the appropriate boxes)?

Perennial River	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>
Non-Perennial River	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>
Permanent Wetland	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>

Seasonal Wetland	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>
Artificial Wetland	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>
Estuarine / Lagoonal wetland	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>

### FAUNA, VEGETATION AND / OR GROUNDCOVER

Please note: The Department may request specialist input / studies depending on the nature of the biodiversity occurring on the site and potential impact(s) of the activity(ies). To assist with the identification of the biodiversity occurring on site and the ecosystem status consult <http://bgis.sanbi.org> or [BGIShelp@sanbi.org](mailto:BGIShelp@sanbi.org). Information is also available on compact disc ("cd") from the Biodiversity-GIS Unit, Tel: (021) 799 8698. This information may be updated from time to time and it is the Applicant / EAP's responsibility to ensure that the latest version is used. A map of the relevant biodiversity information (including an indication of the habitat conditions as per (c) below) may be provided as an overlay map to the locality map as an appendix to this form. This information may be requested by the competent authority if deemed necessary for making an informed decision on the application.

Cross out ("☒") the block the type of animal species present on the site:

Amphibians	<input type="checkbox"/>	Birds	<input type="checkbox"/>	Mammals	<input type="checkbox"/>
Insects	<input type="checkbox"/>	Reptiles	<input type="checkbox"/>	Other (please specify below):	<input type="checkbox"/>

Are any rare or endangered animal species known to occur on or near the site? Please explain:

Cross out ("☒") the block the vegetation types / groundcover present on the site:

Indigenous Vegetation - good condition	<input type="checkbox"/>	Indigenous Vegetation with scattered aliens	<input type="checkbox"/>	Indigenous Vegetation with heavy alien infestation	<input type="checkbox"/>
Indigenous Vegetation in an ecological corridor or along a soil boundary / interface	<input type="checkbox"/>	Veld dominated by alien species	<input type="checkbox"/>	Distinctive soil conditions (e.g. Sand over shale, quartz patches, limestone, alluvial deposits, termitaria etc.) – describe below (if applicable)	<input type="checkbox"/>
Bare soil	<input type="checkbox"/>	Building or other structure	<input type="checkbox"/>	Sport field	<input type="checkbox"/>
Other (describe below)	<input type="checkbox"/>	Cultivated land	<input type="checkbox"/>	Paved surface	<input type="checkbox"/>

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**COASTAL PUBLIC PROPERTY AND THE COASTAL PROTECTION ZONE**

Will granting the proposed vehicle access negatively impact the following:						
Public access (other than the permit holder) to the intertidal zone	YES	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>	NO	<input type="checkbox"/>
Reason(s):						
Sensitive coastal ecosystems	YES	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>	NO	<input type="checkbox"/>
Reason(s):						
The natural functioning of dynamic coastal processes such as lateral dune movement (including increasing the risk posed by dynamic coastal processes to people, property and economic activities)	YES	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>	NO	<input type="checkbox"/>
Reason(s):						
The ecological integrity of the coastal environment	YES	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>	NO	<input type="checkbox"/>
Reason(s):						
The natural functioning of the littoral active zone	YES	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>	NO	<input type="checkbox"/>
Reason(s):						

## SECTION F: RIGHTS OF THE PUBLIC

As a general rule vehicle use will not be permitted on beaches used by large numbers of people for passive forms of recreation such as bathing and strolling if such vehicle use is considered to pose a threat to the safety of members of the public.

State in detail why the proposed use of a vehicle in the coastal area will not adversely and seriously affect any rights of the general public to safely enjoy the coastal area:

Describe the current uses of the area within which vehicular use is proposed:

## SECTION G: MITIGATION AND MONITORING MEASURES

**Please Note:** The list below is not exhaustive and may need to be supplemented. Where required, please append the information on any additional impacts to this application.

Please describe the manner in which the vehicle use has impacted (where a permit was previously granted) / will impact on the following aspects:

### **GEOGRAPHICAL AND PHYSICAL ASPECTS:**

(e.g. dunes, erosion, degradation of the coastline, estuaries, proximity to the coast, etc.)

## SECTION H: ASSUMPTIONS AND UNCERTAINTIES

Please describe the underlying assumptions of the information supplied:

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Please describe any uncertainties:

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## SECTION H: RECOMMENDATIONS OF THE EAP

**Note:** Only to be completed if this Application Form was completed by an EAP

In my view (EAP), the information contained in this Application Form and the documentation attached hereto is sufficient to make a decision in respect of the activity applied for.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If "NO", list the aspects that should be further assessed through additional specialist input / assessment:

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If "YES", please indicate below whether in your opinion the application should be granted a permit:

Application should be granted a permit:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Please provide reasons for your opinion and any conditions, including mitigation measures that should in your view be considered for inclusion in a permit:

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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>	