

DOMESTIC ROAD TRANSPORTATION PERMIT

- Domestic Road Transportation Permits are issued for the transportation of passengers for reward within the borders of Namibia. These Permits are issued for operation within Municipal Areas of Towns/Cities and for long distance transportation between towns in Namibia.
- Applications can be made for New Permits, Transfer of Permits, Permits for Replacement of Vehicle, Duplicate Permits and Amendment of Routes and/or Application for additional Routes,
- In addition, applications can be made for Private Road Carrier Permits by businesses to transport own employees.
- Applications for all the above-mentioned categories will be sent to the Government Gazette monthly and the Publication date is after the 25th of each month. After Publication, Objections against a Published Application should be submitted to Transport Regulations Office within 21 Days.
- Please note: If the seating capacity increased by 20% or more, your application must go for Publication in the Government Gazette.
- Applications will then be heard by the Road Transportation Board.

1. Note ICT: Provide link to the following application forms:

- [Application for a public/private road carrier permit](#)
- [Application for Transfer of a Public Carrier Permit](#)
- [Application for Cross Border Road Transportation Permit](#)
- [Abnormal Load/Vehicle Permit Application](#)

Requirements to uplift an approved Domestic Road Transportation Permit

- Submit Motor Vehicle Registration Certificate
 - Submit Motor Vehicle License
 - Submit Roadworthy Clearance Certificate
 - Attach Proof of paying Tax at the Receiver of Revenue
 - Public Servants Permission From Permanent Secretary
 - (Please note that if an applicant is a staff member as defined in section 1 of Public Service Act, 1995 (Act 13 of 1995), he/she is required to submit proof to the Road Transportation Board that approval in terms of section 17 (2) (a) of the said Act, to operate the service applied for, was obtained from the Permanent Secretary of the Ministry where he/she is employed)
 - Pay processing fee
- a) Application Procedure for new Public/Private Road Carrier Permits**
- Complete Application Form. (Public/Private Road Carrier Permit)
 - Indicate type of Vehicle and Seating Capacity.
 - Indicate Taxi Rank number for Municipal areas or Detailed Route description for long distance transportation.
 - Attach a detailed Motivation on why the need for additional permit is needed to the already existing permits issued.
 - Attach Certified copy of Identity Document

- Pay Application fee.
- For transportation of Tourists, the Transport Company must attach a Founding Statement of registration from the Ministry of Industrialisation, Trade and SME Development. The Principal Business should be for Transfers & Tours or Tours & Safaris. The business should be registered with the Namibia Tourism Board
- For the Transportation of Employees of a company/business a Copy of Contract between the transport company and the company/business must be submitted.

b) Application procedure for Replacement of Vehicle.

- Complete application form (Public/Private Road Carrier Permit)
- Submit Original Permit
- Submit valid Motor Vehicle License (For new vehicle)
- Submit Roadworthy Clearance Certificate (For new vehicle)
- Attach Certified copy of Identity Document
- Pay processing fee

c) Application procedure for Duplicate Permit

- Submit valid Motor vehicle license and Operators Card
- Submit Original Permit or Affidavit from the police if permit is lost or destroyed.
- Attach Certified copy of Identity Document
- Pay processing fee

d) Application for Transfer of Permit (The transfer of Road carrier Permits are only allowed under the following conditions):

- **Permit holder is deceased and the permit is inherited**
 - Complete Application form (Application for Transfer of a Public Carrier Permit)
 - Attach Certified copy of Death Certificate of deceased
 - Attach Certified copy of Identity document of deceased
 - Submit Executors letter (for prove of inheritance and who the Executor is)
 - Submit Certified copy of ID of Executor
 - Submit Permission Letter from Executor to Transfer Permit
 - Attach Certified copy of ID of Applicant
 - Attach Copy of Motor Vehicle License
 - Attach Roadworthy Certificate
 - Pay processing fee
- **Permit and Vehicle transferred together** (If the Permit holder can no longer afford to operate and/or maintain the vehicle. (In this instance both the Permit and the vehicle linked to the Permit must be transferred).
 - Complete Application form (Application for Transfer of a Public Carrier Permit)
 - Attach Certified copy of Identity Documents of Applicant

- Attach Certified copy of Identity Document of current Permit holder
- Submit Original Road Carrier Permit
- Submit Copy of Registration Certificate of Motor Vehicle (To be registered on new applicants name)
- Submit valid Motor Vehicle Licence
- Submit Roadworthy Clearance Certificate
- Pay processing fee

PLEASE NOTE:

Section 31(1)(f) of the Road Transportation Act, 1977 (Act 74 of 1977) stipulates that ...

" Any person who - being the holder of a permit, makes that permit available to any other person to undertake road transportation not authorized under this Act,"; shall be guilty of an offence."

Application Procedure for Amendment or Adding of a Route

- Complete application form (Application for a public/private road carrier permit)
- Attach Copy of Original Permit
- Provide Detailed route description
- Provide Proper Motivation - why you want to change or add the route
- Attach Certified Copy of Identity Document
- Pay processing fee