



DIAMOND HILL PLAZA CONCESSION APPLICATION REQUIREMENTS

NOTICE TO CONCESSION HOLDERS

1. GENERAL REQUIREMENT FOR ALL DISCOUNTS

- 1.1 Users must re-apply every Three (3) Years for registration.
- 1.2 Only an ORIGINAL prescribed Discount Application Form issued by the authority will be valid.
- 1.3 A card fee of R50.00 (escalate able where a Prepaid Toll Authority Debit card is required).
- 1.4 One original Discount Application Form is required for each vehicle registration number applied for.
- 1.5 The user must agree to comply with the Authority's Terms and Conditions of use, including inter alia paying only by one of the following accepted payment methods:
Master / Visa credit and related Petrol / Garage cards (Class 1 only);
Only one vehicle registration number per card can be registered;
Prepaid Toll Authority Debit Card (All Vehicle Classes) One vehicle registration number per card. However, a Debit account can accommodate multiple cards.
- 1.6 Passages (and therefore discount) accrue to a single registered vehicle per card.
- 1.7 The Applicant must be a registered Income Tax payer of good standing. A Tax Clearance Certificate must be submitted.
- 1.8 The Applicant's rates and taxes must be currently paid-up.
- 1.9 The Applicant must be a registered VAT payer of good standing, where applicable.
- 1.10 The Applicant must supply the Authority with a copy of his VAT Registration certificate if a Monthly Tax Invoice is required.

2. REQUIREMENTS FOR LOCAL USERS DISCOUNT (INDIVIDUALS)

- 2.1 The Applicant must:
 - 2.1.1 Reside or work permanently inside the Local User Area depicted on the Local User Area Map.
 - 2.1.2 Provide proof of place of residence by supplying in the applicant's own name, a copy of either electricity water rates account
OR
other documentary proof which the Authority at its own discretion find acceptable.
- 2.2 Provide documentary proof of permanent employment inside defined local area, if applicable.
- 2.3 Prove that the vehicle is currently licensed in the applicant's name.
- 2.4 Provide proof of possession of a valid current driver's license in respect of the class of vehicle related to the application.

Note: Proof of Residence / Confirmation of Employment to be submitted annually



3. REQUIREMENTS FOR LOCAL USERS DISCOUNT (BUSINESS)

3.1 The Business must:

- 3.1.1 Provide documentary proof that it is based within the Local User Area depicted on the Local User Area Map, at a bona fide permanent physical address from which the business is conducted, by supplying in the business' own name a copy of either; electricity water rates account **OR** other documentary proof which the Authority at its own discretion find acceptable.
- 3.1.2 Only vehicles permanently based at the proven physical address quality i.e vehicles must overnight at the address. (The Authority reserves the right to call for such proof as it deems necessary to verify that only vehicles permanently based at the business's physical address within the Local User Discount).
- 3.1.3 Provide documentary proof that each vehicle for which Local User Discount is applied for is registered in the name of the business.
- 3.1.4 Provide documentary proof that the driver of any vehicle which is registered for a Local User Discount holds a valid current driver's license.

Note: Business Water and Electricity Account to be submitted Annually.

4. REQUIREMENTS FOR LOCAL PUBLIC TRANSPORT OPERATOR DISCOUNT (CLASS 1 ONLY)

- 4.1 A Local User Discount will be granted for Class 1 vehicles to registered bona fide Local Public Transport Operators, operating out of and into the area indicated as the Local User area on the Local User Area Map.
 - 4.1.1 A local Transport Operator must provide documentary proof of ownership of the vehicle registered for the Local User Discount.
 - 4.1.2 Of legal registration of the vehicle with the Provincial Transportation Board and / or relevant authority, or that the Applicant is a Public Legal Transport Operator registered with the Provincial Road Transportation Board.
 - 4.1.3 Of membership of a recognized Tax Association registered with the Provincial Register for taxis.
 - 4.1.4 Provision of a Local Public Transport service with the Local User Discount registered vehicle on a prescribed approved route from or to a base inside the Local User Area.
 - 4.1.5 That the prescribed approved route runs through a toll plaza in the Local User Area and depicted on the Local User Area Map.
 - 4.1.6 That the driver of a vehicle registered for a Local User Discount holds a valid relevant current driver's license.



5. REQUIREMENTS FOR FREQUENT USER DISCOUNTS (CLASS 1 ONLY)

- 5.1 Users passing through Diamond Hill Toll Plaza twenty (20) or more times per month qualifies for registration as a Frequent User.
- 5.2 The following specific conditions apply:
 - 5.2.1 The Frequent User Discount does not apply to Concession Users with vehicles already registered for Local Commuter Discount.
 - 5.2.2 Frequent User Discounts applies only to Class 1 vehicles passing through Diamond Hill Toll Plaza.

6. TAXI APPLICATION REQUIREMENTS

- 6.1 TRAC application form completed and signed by taxi owner.
- 6.2 Motivational letter from the taxi association with details on the Associations letterhead/State owner's detail/Current stamp affixed
- 6.3 Proof of valid/current vehicle license papers in the applicants' name
OR
Affidavit from vehicle owner giving applicant permission to use his vehicle.
- 6.4 Valid Operating permit in the name of owner stating operating routes.
- 6.5 ID copy of the applicant.
- 6.6 Driver's license of the taxi driver.

7. REQUIREMENTS: BUSINESS

- 7.1 Original application forms (OBTAINED FROM OUR OFFICES).
- 7.2 Tax clearance certificate obtained from the receiver of revenue (CURRENT).
- 7.3 Vehicle license papers (CURRENT).
- 7.4 Water and lights as proof of premises (CURRENT).
- 7.5 Copy of driver's license (CURRENT).
- 7.6 Supporting letter.

If any of the above documents is not in the applicant's name, a supporting document should be attached. E.g. Rental Agreement, Marriage Certificate, Company Registration Papers or an Affidavit signed by the Commissioner of Oaths

8. ADDITIONAL CARDS APPLICATION REQUIREMENTS

- 8.1 Fill in the application form.
- 8.2 Attach the recent vehicle paper.
- 8.3 The additional application form will be attached to the Customer's previous application form.
- 8.4 Submitted to Management for approval.
- 8.5 Once approved the card/etag will be registered on MIS (if prepaid R50 card fee will be charged).



9. DOCUMENTS NEEDED WHEN CARD IS LOST/STOLEN/DAMAGED

- 9.1 The Customer will fill in the card replacement form stating the reason for replacement
- 9.2 If lost/ stolen the card will be hotlisted, terminated and vehicle registration removed.
- 9.3 Register the new card on MIS, R50 card fee will be charged.
- 9.4 Record both the old and the new cards on the card replacement form as well the vehicle registration number.
- 9.5 If damaged card, the card will be cut in two halves and staple the right hand half of the card on the card replacement form.
- 9.6 If the damaged card was issued not older than three months the customer will be given a new free card (with Management’s approval).
- 9.7 Record the new card and the vehicle on the application form.

The termination of the above cards will be based on the approval date of the Customer’s new or the previous renewal of the account. Replacement forms must be signed by Management.

10. REQUIREMENTS: GENERAL

- 10.1. Original application forms. (OBTAINED FROM OUR OFFICES)
- 10.2 Tax clearance certificate obtained from the receiver of revenue (CURRENT)
- 10.3 Vehicle license papers (CURRENT)
- 10.4 Water and lights as proof of premises (CURRENT)
- 10.5 Copy of driver’s license (CURRENT)
- 10.6 Confirmation letter of employment

If any of the above documents is not in the applicant’s name, a supporting document should be attached. E.g. Rental Agreement, Marriage Certificate, Company Registration Papers or an Affidavit signed by the Commissioner of Oaths

Name & Surname

Signature

Initial