

## **NEED TO REGISTER OR LICENSE YOUR VEHICLE?**

### **HERE'S A HANDY CHECKLIST TO ENSURE YOU DON'T GET TURNED AWAY**

Before registering or licensing your motor vehicle at Overstrand Municipality, go through the relevant checklist to ensure you have all the necessary documentation.

#### **APPLICATION FOR RENEWAL OF LICENCE (green ALV form)**

1. Bring along:
  - a. Renewal notice
2. Bring along if renewal notice is lost:
  - a. Identity document (including that of the proxy or representative, if applicable)/Business registration certificate/Traffic registration certificate
  - b. Completed ALV form
3. When applying on behalf of someone else, bring along the following (in addition to the above)
  - a. Permission letter
  - b. Acceptable identification is essential (including that of the proxy or representative)
4. The cost for licence renewals is not fixed, as it differs from vehicle to vehicle.

#### **APPLICATION FOR REGISTRATION OF VEHICLE (blue RLV form)**

1. Bring along:
  - a. Identity document (including that of the proxy or representative, if applicable)/Business registration certificate/Trust certificate/Traffic registration certificate
  - b. Proxy or representative's ID
  - c. Complete sections A, B and C
  - d. Original registration certificate
  - e. Sales agreement OR NCO form – signed by both parties and each party's ID document (buyer and seller) plus receipt (proof of payment)
  - f. Roadworthy certificate
2. When applying on behalf of someone else, bring along the following (in addition to the above):
  - a. Permission letter
  - b. Identity document
3. The cost for registration is not fixed, as it differs from vehicle to vehicle.

### **APPLICATION FOR CHANGE OF OWNERSHIP (yellow NCO form)**

1. Bring along:
  - a. Identity document(including that of the proxy or representative, if applicable)/Business registration certificate/Traffic registration certificate
  - b. Seller and buyer's identity document
2. Complete section A – Seller, B – Buyer and C – details of motor vehicle
3. There is no cost for change of ownership, provided that the licence is valid and up to date.

### **APPLICATION FOR SPECIAL AND TEMPORARY PERMITS (brown TSP form)**

1. Bring along:
  - a. Identity document (including that of the proxy or representative, if applicable)/Business registration certificate/ Traffic registration certificate
  - b. Permission letter if not owner plus identity document
  - c. Reason for permit
  - d. Temporary permits – vehicle must have roadworthy certificate. Dealers issue permits for new cars.
2. Cost
  - a. R48 (for special permit)
  - b. R66 (for temporary permit)

### **APPLICATION FOR DUPLICATE REGISTRATION CERTIFICATE (pink DRC form)**

1. Bring along:
  - a. Identity document of title holder (including that of the proxy or representative, if applicable)/Business registration certificate/Traffic registration certificate/Trust certificate
  - b. **Application must be submitted in person by the title holder/executor**
2. Cost R165 (for duplication registration certificate)

### **APPLICATION FOR TRAFFIC REGISTRATION CERTIFICATE**

1. Bring along:
  - a. Two ID photos
  - b. A valid passport
2. No cost involved.

## **APPLICATION FOR DEREGISTRATION CERTIFICATE**

1. Bring along:
  - a. Identity document (including that of the proxy or representative, if applicable)/Business registration certificate/Traffic registration certificate
  - b. Original registration certificate
  - c. Licence must be up to date
2. There is no cost for deregistration certificates, provided that the licence is valid and up to date.

## **APPLICATION FOR BUSINESS REGISTRATION CERTIFICATE**

1. Bring along:
  - a. CK documents/Cipro documents/CC documents
  - b. Identity document of proxy and representative
  - c. Letter on letterhead of business to nominate proxy and representative
  - d. Proof of residence of business
  - e. Completed ABR form
2. No cost involved.

## **APPLICATION FOR CHANGE OF ADDRESS (pink NCP form)**

1. Acceptable identification is essential (including that of the proxy or representative, if applicable)
2. Proof of residence/lease agreement
3. If in the name of the business, business documents and proof of residence in the name of the business
4. No cost involved.

**Payment can be made in cash, via EFT, per cheque or credit card.**

**Banking details for electronic payments:**

**Bank:** ABSA

**Name of account:** Overstrand Municipality

**Account number:** 322 000 0035

**Branch code:** 632005

**Reference:** Car licence number

**Fax proof of payment to** 028 313 8916

**Overstrand Municipality is located at Magnolia Street, Hermanus.**

**Office hours:** Monday to Friday: 08:00 – 15:15 (open during lunch hour)