

GEARING UP TO OBTAIN/RENEW YOUR DRIVER'S LICENCE?

HERE'S A HANDY CHECKLIST TO HELP SMOOTH THE WAY

By law, all public driver's permits and driver's licences must be renewed every two or five years respectively. For most, this process often seems somewhat daunting, complicated and time consuming – even more so if you are a first-time applicant who need to first obtain a learner's licence.

Traffic Chief, Rudi Fraser, would like to offer everyone the assurance that his department is going out of its way to ensure that the process is as painless as possible. And, with a little cooperation from the public, it can be finalised in the shortest possible time too. He also has a word of advice for young adults: "Obtaining your driver's licence is a huge milestone in anyone's life, and as with all other major accomplishments in life, best to get it over and done with as soon as possible."

Before your next appointment with the Traffic Department, work through the handy checklist below to ascertain how the process works and to ensure you have all the necessary documentation and monies on hand.

APPLICATION FOR LEARNER'S LICENCE

1. Bring along:
 - a. Identity Document / Valid South African Passport / Traffic Register Certificate
 - b. 2 x ID photos
 - c. R68 payable on application
2. Complete sections A, B and D on blue form (black pen)
3. Apply at Cashier 3 or 4
4. Wait for eye test
5. Report back to Cashier 3 or 4 to make appointment

ISSUING OF LEARNER'S LICENCE (TEST PASSED)

1. Bring along:
 - a. Identity Document / Valid South African Passport / Traffic Register Certificate
 - b. R30
 - c. If duplicate learner's licence is required, additional R33 plus 2 x ID photos
2. Report to Cashier 3 or 4

APPLICATION FOR NEW DRIVER'S LICENCE (1ST TIME)

1. Bring along:
 - a. Identity Document / Valid South African Passport / Traffic Register Certificate
 - b. 2 x ID photos
 - c. R200 for heavy motor vehicle
 - d. R135 for light motor vehicle
 - e. R135 for motorcycle

2. Complete sections A, B and D on green form (black pen)
3. Apply at Cashier 3 or 4
4. Wait for eye test, fingerprints, etc.
5. On completion of above, report back to Cashier 3 or 4 for appointment date
6. If test is successful, a further R140 will be payable to issue new driver's licence

RENEWAL OF CURRENT DRIVER'S LICENCE (EVERY 5 YEARS)

1. Bring along:
 - a. Identity Document / Valid South African Passport / Traffic Register Certificate
 - b. 2 x ID photos
 - c. R140 payable on application
 - d. If current licence has already expired, R45 for temporary driver's licence
2. Complete sections A, B and D on green form (black pen)
3. Apply at Cashier 3 or 4
4. Wait for eye test, fingerprints, etc.
5. On completion of above, report back to Cashier 3 or 4

REPLACEMENT OF LOST DRIVER'S LICENCE

1. Complete white "lost document" form and follow renewal procedure as outlined above

APPLICATION FOR PUBLIC DRIVER'S PERMIT (EVERY 2 YEARS)

1. Beforehand:
 - a. To expedite fingerprint clearance, pay requisite R70 fee at any branch of ABSA, FNB, Nedbank or Standard Bank
2. Bring along:
 - a. Identity Document / Valid South African Passport / Traffic Register Certificate
 - b. Valid medical certificate (not older than two months)
 - c. 2 x ID photos
 - d. Proof of payment of fingerprint clearance fee
 - e. R220 payable on application
 - f. If current PDP has already expired, R45 for temporary PDP
3. Complete sections A, B and D on yellow form (black pen)
4. Apply at Cashier 3 or 4
5. Wait for eye test, fingerprints, etc.
6. On completion of above, report back to Cashier 3 or 4

APPLICATION FOR CERTIFICATION OF ROADWORTHINESS

1. Bring along:
 - a. Identity Document / Valid South African Passport / Traffic Register Certificate
 - b. R135 for motor vehicle / trailer / caravan

- c. R165 for truck or bus
 - d. R55 for motorcycle
 - e. If test successful, R33 to issue Roadworthy Certificate
2. Complete first three paragraphs of Application for Certification of Roadworthiness (ACR) form (black pen)
 3. Apply at Cashier 2
 4. Present to Examiner of Vehicles at rear of building
 5. If successful, report back to Cashier 2 with completed ACR
 6. PLEASE NOTE:
 - a. 14 days from date of payment, inclusive of weekends, will be allowed to rectify any failure found by the Examiner
 - b. Roadworthy valid for 60 days

COLLECTION OF DRIVER'S LICENCES

IN PERSON:

1. Bring along:
 - a. Valid form of identification (see above)
 - b. Old driver's licence – the latter will be collected and destroyed
2. Report to Cashier 3 or 4

ON BEHALF OF SOMEONE ELSE:

1. Bring along:
 - a. Letter signed and dated by licence holder stating who he/she has authorised to collect licence on his/her behalf
 - b. Copy of both the collector and the licence holder's IDs
2. Report to Cashier 3 or 4

POSTPONEMENT OF APPOINTMENT FOR LEARNER/DRIVER'S LICENCE

1. Where an applicant cannot keep a prearranged date due to unforeseen circumstances, please be sure to notify the office two days in advance.

The Traffic Department is located on the corner of Kort and Mussel Streets, Hermanus.

Office hours:

Mondays, Tuesdays, Thursdays and Fridays: 08:00 - 15:30

Wednesdays: 08:30 - 15:30

Closed for lunch: 13:00 - 14:00