

Call Cab Permit

Overview

- Issued to operators who provide transport services for hire or reward from a defined private place.
- Applicant should have a physical address and must possess a minimum of four (4) vehicles.
- Once permit is issued , permit holders are governed by the Road Transport Act, failure of which they will be penalized

Who is eligible?

Locally-registered business, citizen or resident that is the owner of a passenger vehicle.

How do I get this service?

- Download and complete **APPLICATION FOR INITIAL GRAND/AMENDMENT/RENEWAL OF ROAD TRANSPORT PERMIT** and submit along with supporting documents to the Registration and Licensing officer at any permit-issuing Department of Road Transport and Safety office for approval.
- Pay the application fee of BWP 130.00 .
- First-time applicants are expected to attend a Transport advisory board hearing at the appointed time. It is at this point that the decision would be made.
- Approved first-time applicants and renewal applicants must take the vehicle to the Transport Inspectors for inspection.
- If inspection is failed, applicants must comply with Inspector's instructions to rectify any vehicle issues that may have caused the failure and reapply.
- Applicants' whose vehicles pass the inspection are issued inspection certificates.
- Take Inspection certificate and all of the other supporting documents to the Registration and licensing officer and pay permit fee.
- Once a fee is paid, the permit would be issued.

What supporting documents are required?

- Copy of the registration book (if available) otherwise prove of financial ability
- For companies ,copy of certificate of incorporation & shareholder's certificates
- Copy of Botswana Communications Regulatory Authority (BOCRA) radio communication license
- Copy of vehicle's valid Roadworthiness Certificate (at the point of certificate collection).
- Vehicle Inspection Certificate (only if permit application is approved by the board).
- Copy of Certificate of Incorporation (companies).

- Copy of one director's National Identity Card (companies).
- Copy of Shareholder's Certificates (companies).
- Copy of business proposal (companies).
- Expired permit (renewals).
- Expired token (renewals).

How long will this service take?

- 39 working days for new applicants
- Immediate for renewals

How much does it cost?

- Normal Fee BWP 260.00
- Transfer BWP 520.00
- Substitution BWP 520.00
- Route (trip) Variation BWP 195.00

Where can I obtain this service?

Department of Road Transport and Safety Offices - Permit issuing stations

- Gaborone Old Supplies Office
- Molepolole
- Lobatse
- Mahalapye
- Palapye
- Ghanzi
- Maun
- Kasane
- Francistown
- Serowe
- Selebi Phikwe
- Tsabong
- Kanye

Opening hours are from 07:30 to 16:30, Monday to Friday, except public holidays.

Where can I get more information on this Service

Public Relations Office

Department of Road Transport and Safety

Tshomarelo House

Botswana Savings Bank Building

Private Bag 0054

Gaborone ,Botswana

Tel. (267) 368-8600

Fax.(267) 397-1117/1114

Email: mtcpro@gov.bw