



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 subject to increases when necessary.
- 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 (1) vehicle registration number per card can be registered;
 - Prepaid Toll Authority debit card (all vehicle classes) one (1) 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 up to date.
- 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 Water and Electricity or Rates and Taxes account
OR
Other documentary proof which the Authority, at its own discretion, deems 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 driver's licence in respect of the class of vehicle related to the application.

Note: Proof of residence and confirmation of employment must 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 Water and Electricity or Rates and Taxes account

OR

Other documentary proof which the Authority, at its own discretion, deems acceptable.

3.1.2 Only vehicles permanently based at the proven physical address qualify i.e vehicles must overnight at the address (the Authority reserves the right to request additional proof if it deems it necessary to verify the vehicles that are permanently based at the business' physical address).

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 driver's licence.

Note: Business Water and Electricity/Rates and Taxes 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 A local transport operator must provide documentary proof of:

4.1.1 Ownership of the vehicle registered for the Local User Discount.

4.1.2 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 Membership of a recognised Taxi 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 driver's licence.



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 qualify 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, available from the plaza's admin office, completed and signed by taxi owner.
- 6.2 Motivational letter from the Taxi Association on the Association's letterhead with state owner's detail and current stamp affixed
- 6.3 Proof of valid vehicle licence 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 Valid driver's licence of the taxi driver.

7. REQUIREMENTS: BUSINESS

- 7.1 Original application forms, available from the plaza's administration office.
- 7.2 Valid and current tax clearance certificate obtained from SARS.
- 7.3 Valid vehicle licence papers.
- 7.4 Water and Lights/Rates and Taxes account as proof of premises.
- 7.5 Copy of valid driver's licence.
- 7.6 Supporting letter.

If any of the above documents are not in the applicant's name, a supporting document such as Rental Agreement, Marriage Certificate, Company Registration documents or an Affidavit signed by a Commissioner of Oaths must be attached.

8. ADDITIONAL CARDS APPLICATION REQUIREMENTS

- 8.1 Fill in the application form.
- 8.2 Attach current vehicle papers.
- 8.3 The additional application form will be attached to the customer's previous application form.
- 8.4 Submission to Management for approval.
- 8.5 Once approved the card/etag will be registered on MIS (if prepaid a 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 In the event of a lost/stolen card, the card in question will be hot-listed, terminated and vehicle registration removed.
- 9.3 Register the new card on MIS. A 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 In the event of a damaged card, the card in question will be cut in two and the right hand half of the card will be stapled on the card replacement form.
- 9.6 If the damaged card was issued less than three (3) months before becoming damaged the customer will be given a new card, free of charge, but subject to 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 previous renewal of the account. Replacement forms must be signed by Management.

10. REQUIREMENTS: GENERAL

- 10.1. Original application forms (AVAILABLE FROM PLAZA ADMIN OFFICE)
- 10.2 Tax clearance certificate obtained from SARS (CURRENT).
- 10.3 Vehicle licence papers (CURRENT).
- 10.4 Water and Lights/Rates and Taxes account as proof of residence/premises (CURRENT).
- 10.5 Copy of driver’s license (CURRENT).
- 10.6 Confirmation letter of employment.

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

Name & Surname

Signature

Initial