
GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 39 OF 2013

The Road Traffic Act
(Act No. 11 of 2002)

The Road Traffic (Public Service Vehicles)
Regulations, 2013**ARRANGEMENT OF REGULATIONS****PART I****PRELIMINARY**

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IN EXERCISE of the powers contained in section *two hundred and thirty-three* of the Road Traffic Act, 2002, and on the recommendation of the Agency, the following Regulations are hereby made:

PART I

PRELIMINARY

1. (1) These Regulations may be cited as the Road Traffic (Public Service Vehicles) Regulations, 2013. Title and commencement

(2) These Regulations shall come into effect on the expiry of a period of thirty days after the date on which they are published in the *Gazette*.

2. In these Regulations, unless the context otherwise requires— Interpretation

“ composite vehicle ” means a motor omnibus in which the carrying of goods in addition to passengers is authorised;

“ doubledecker motor omnibus ” means a motor omnibus having two decks one of which is wholly or partly above the other and each deck of which is provided with a gangway serving seats on that deck only; and

“ singledecker motor omnibus ” means a motor omnibus upon which no part of a deck or gangway is vertically above another deck or gangway.

PART II

PRESCRIBED FORMS AND FEES

3. The forms set out in the First Schedule shall be used in the cases to which they are respectively applicable in carrying out the provisions of the Act and these Regulations. Prescribed forms

4. (1) The fees specified in the Second Schedule are payable in respect of the matters set out in that Schedule. Prescribed fees

(2) Where an appeal to the Road Service Appeal Tribunal appointed under section *one hundred and eleven* of the Act is successful, the whole of the fee paid, or such other portion of it as the Tribunal may direct, shall be refunded to the appellant.

PART III

LICENSING OF PUBLIC SERVICE VEHICLES

5. (1) An application for a road service licence or for the variation of the terms or conditions of a licence held by the applicant shall be signed by the person requiring that licence or variation, or, if made by a corporate body or partnership firm, shall be signed by the person duly authorised in that behalf by that body, or a partner of the partnership firm, as the case may be. Application for road service licence and for variation of terms or conditions of licence

(2) A road service licence shall not be granted if the motor vehicle proposed to be used as a taxicab is a station wagon.

Written
representations
or objections

6. (1) Subject to sub-regulation (3), written notice of objections or other representations made under subsection (8) of section *one hundred and eight* of the Act shall be in the form prescribed in the Third Schedule and shall be sent to the Director so as to reach the Director not later than thirty days after the notice of application required by that subsection has appeared in the *Gazette*.

(2) A copy of written representations or objections shall be sent by the person making them to the applicant at the same time as it is sent to the Director.

(3) An application for a road service licence or for a variation of a road service licence, except information given by or on behalf of the applicant which is liable to be kept confidential and which the applicant has requested be kept confidential, shall be available for public inspection, free of charge, at the office of the Director during normal office hours until the application is finally disposed of.

Identity
certificate

7. (1) The Director shall, upon payment of the prescribed fee, issue an identity certificate in respect of a vehicle that is an authorised vehicle or substituted vehicle in a road service licence or short term road service licence, as the case may be.

(2) A person shall require one identity certificate in respect of one vehicle.

(3) An identity certificate shall be valid until—

(a) the date of expiry of the road service licence or short term road service licence in which the vehicle to which it relates is authorised; or

(b) the day upon which permission to use the vehicle as a substituted vehicle ends in the case of a vehicle that is a substituted vehicle.

(4) An identity certificate shall not be valid beyond the last day of the twelfth month following the date of its issue.

(5) An identity certificate shall, if a vehicle in respect of which it is issued is in use on a road, be displayed conspicuously upon the vehicle so as to be visible from the front or left front of the vehicle.

(6) An identity certificate may, in the case of a trailer, be carried on the trailer or in or on the vehicle drawing it at the time.

(7) A person who uses on a road any vehicle upon which the relevant identity certificate is not displayed in accordance with this regulation commits an offence and is liable to a fine of one hundred and fifty penalty units.

8. (1) A holder of a road service licence may, if the vehicle specified in the road service licence has been destroyed, rendered unfit for service or withdrawn from service for overhaul or repair, apply to the Director for permission for the temporary use of another vehicle until the licensed vehicle is replaced or rendered fit for service.

Replacement
of
licensed
vehicle

(2) An applicant shall, if the Director so requires, send the identity certificate of the licensed vehicle to the Director.

(3) The carrying capacity of the vehicle which is the subject of the request for permission under sub-regulation (1) shall not exceed the carrying capacity of the licensed vehicle by more than ten percent.

(4) The Director shall, upon granting the permission requested under sub-regulation (1), retain the identity certificate of the licensed vehicle for as long as the temporary vehicle remains in use.

(5) The Director shall return to the licence holder the identity certificate of the licensed vehicle immediately upon the return to the Director of the identity certificate of the temporary vehicle.

(6) Permission granted under this regulation shall not be valid for a period exceeding three months.

9. Where a motor omnibus service provided by a concession holder operates partly on a concession route or in a concession area, and partly on a free road or in a free area, the concession holder may use in substitution for the motor omnibus specified in the road service licence held by the concession holder in relation to the free road or area any of the omnibuses used by the concession holder in providing the service on the concession road or in the concession area, so long as the concession holder does not exceed the maximum number of omnibuses which the concession holder is permitted to use under the road service licence, or the total number of passengers which the concession holder is permitted to carry.

Inter-
changeability
of
omnibuses
used partly
under
concession
and road
service
licence

10. (1) A holder of a road service licence who wishes to suspend the operation of the service authorised in the road service licence, otherwise than for reasons outside the holder's control, shall obtain the prior permission of the Director, stating the reasons for the intended suspension and the period for which the suspension is to remain in force.

Suspension
of road
services by
operator

(2) The holder of a road service licence shall, where the service authorised in the licence is suspended for reasons outside the control of the holder of the road service licence and where the duration of the suspension exceeds three days, notify the Director immediately of the suspension of the service.

(3) A person who contravenes this regulation commits an offence and is liable, upon conviction, to a fine not exceeding three hundred penalty units.

Death,
bankruptcy,
etc., of
holder of
road service
licence or
short-term
road service
licence

11. (1) Where owing to the death, incapacity, bankruptcy or liquidation of the holder of a road service licence or short-term road service licence or to the appointment of a receiver, manager or trustee in relation to the holder's business the holder of a road service licence ceases to be the user of the vehicles authorised under the licence, the person carrying on the business of the holder shall be deemed to be the holder of the road service licence.

(2) The person by whom the business is carried out after the holder of a road service licence has ceased to be the user of the vehicles authorised under the licence shall—

(a) notify the Director that the holder of the road service licence has ceased to be the user of the authorised vehicles and the reason for the cessure; and

(b) apply for a new road service licence within thirty days of the sending of the notice referred to in paragraph (a).

(3) The period during which a person shall be deemed to be the holder of a road service licence under sub-regulation (1) shall not exceed the date on which the licence would have expired, but for the occurrence of that event, and shall terminate immediately the application under sub-regulation (2) is disposed of.

Returns and
records

12. (1) A holder of a road service licence or a short-term road service licence shall make to the Director or any person nominated by the Director —

(a) a monthly return in Form PSV.6 set out in the First Schedule; and

(b) an annual return in Form PSV.7 set out in the First Schedule;

in respect of each month or year during any part of which the person was the holder of the licence.

(2) A return shall be made in accordance with the following provisions:

(a) the annual return shall be in respect of the period of twelve months ending on 31st December, and shall be submitted to the Director not later than three months after the expiry of the period to which it relates; and

(b) the monthly return shall be submitted to the Director not later than the last day of the month following the month to which it relates.

(3) A holder of a road service licence or a short-term service licence shall keep or cause to be kept records in such form and in accordance with such provisions as the Director may specify to show the daily movements of every public service vehicle authorised under the licence, other than a public service vehicle used by virtue of a concession.

(4) The records referred to in sub-regulation (3) shall show, in respect of each day of the week, and in respect of each vehicle separately—

(a) the places between which, or the areas within which, the vehicle was used;

(b) the period of use of the vehicle; and

(c) the work in connection with which the vehicle was used.

PART IV

USE OF PUBLIC SERVICE VEHICLES

13. (1) A motor omnibus, hire car or taxicab while towing a trailer shall not be used for carrying passengers.

Trailers and
passenger
vehicles

(2) A person who uses or who causes to be used a motor omnibus, hire car or taxicab in contravention of subregulation (1) commits an offence.

14. (1) A driver or conductor of a motor omnibus shall take all reasonable precautions to ensure the safety of passengers in or on, or entering or alighting from, the omnibus.

Duties of
driver or
conductor

(2) A driver or conductor of any motor omnibus shall not—

(a) allow passengers to sit in any place in or on the omnibus other than upon the seats provided for passengers;

(b) except in omnibuses where standing passengers are allowed, permit any passenger to stand in or on the omnibus when it is in motion;

(c) allow any luggage or any other article to be placed in or near an entrance or exit for passengers in such a position as to cause any obstruction or danger to persons entering or leaving the omnibus or, in the case of a double-decked motor omnibus, on the stairs of the double-decked motor omnibus;

- (d) in a singledecker motor omnibus, allow the total height of any luggage or other loads placed on the roof of the omnibus to exceed a height equal to one-fifth of the maximum overall height of the omnibus measured from the ground to the highest point of the roof, except that no portion of the baggage shall be more than 3.81 metres above the ground;
- (e) in a doubledecker motor omnibus, allow any luggage or other loads to be placed on the roof of the omnibus;
- (f) deceive or refuse to inform any passenger or intending passenger the destination or route of the omnibus or the fare for any journey; or
- (g) wilfully charge any passenger a higher fare than prescribed for any journey.

(3) A driver or conductor of a public service vehicle authorised to carry passengers shall ensure that the interior of the public service vehicles is clean and in sanitary condition at all times.

(4) A person who contravenes sub-regulation (1) commits an offence.

Identification
of passenger
public
service
vehicles

15. (1) A motor omnibus or taxicab shall be identified by the use of an orange reflective ribbon which shall be ten centimeters in width, pasted from the front to the rear on the mid-section of both sides of the vehicle.

(2) A transport operator with a fleet of more than thirty vehicles may apply to the Director to be exempt from the provisions of this regulation and shall maintain the entire fleet in one colour to be approved by the Director.

(3) A passenger public service vehicle shall be registered with the Agency and shall be issued with a fleet code by the Director which shall be clearly inscribed on the front doors of the vehicle in visible letters in a font of two centimeters width and ten centimeters height.

(4) A public service vehicle shall, upon registration, be issued with, and required to affix on the front and rear of the vehicle, a red registration mark number.

(5) A luxury coach is exempted from the provisions of sub-regulations (1) and (2).

16. (1) A taxicab or omnibus shall be fixed with an illuminating lamp on top of its roof each time it is on a public road or in operation. Feature of taxicab and omnibus
- (2) The illuminating lamp referred to in sub-regulation (1) shall always be in a working condition.
- (3) An operator of an omnibus or taxicab shall ensure that the illuminating lamp on the omnibus or taxicab is always in a working condition.
- (4) A taxicab or omnibus shall not have tinted windows otherwise than for purposes of protection from ultraviolet solar rays as provided by the manufacturer and approved by the Director.
17. A taxicab shall not operate as an omnibus. Restriction on taxicab
18. (1) A local authority shall designate areas as taxi ranks in the jurisdiction of the local authority for use by taxis only. Use of designated taxicab ranks
- (2) A motor vehicle that is not a taxicab which parks at a taxi rank is liable to a fine of one thousand five hundred penalty units.
19. (1) A public service vehicle authorised to carry passengers may carry luggage belonging to the passengers. Luggage
- (2) Only light hand luggage shall be carried inside a public service vehicle and heavy or awkward luggage shall only be carried in a separate luggage compartment or, if a guard rail is provided, on the roof of the public service vehicle.
- (3) Only light hand luggage belonging to the passengers shall be carried in the passenger compartment in a public service vehicle authorised to carry goods and passengers.
- (4) A doubledecker motor omnibus shall not by virtue of this regulation be deemed to be permitted to carry goods or heavy or awkward luggage on the roof of the omnibus.
- (5) A person who contravenes the provisions of this regulation commits an offence.
20. (1) An operator of a public service vehicle shall ensure that a ticket, other than one issued in respect of a motor omnibus service that is provided wholly within the area of a local authority, bears the stage or place where the passenger boarded the motor omnibus. Tickets and fares
- (2) A passenger in a motor omnibus commits an offence who—
- (a) immediately upon demand, fails to declare the journey that the passenger intends to take or has taken and to pay the fare for the whole of that journey or produce a valid ticket for the journey;

- (b) leaves or attempts to leave the motor omnibus without paying the fare for the journey that the passenger has made in it, and with the intent to avoid payment of the fare;
- (c) fails to produce a ticket on demand by a road traffic inspector, police officer, conductor, driver or other duly authorised agent of the owner of the motor omnibus;
- (d) uses any ticket which has been altered or defaced with intent to avoid payment of the fare;
- (e) uses or attempts to use any ticket which has been issued to another person if that ticket indicates that it is not transferable; or
- (f) refuses upon request to leave the motor omnibus on completion of the journey in respect of which the fare was paid.

(3) A passenger in a taxicab and in a hire car shall not leave or attempt to leave the taxicab or hire car without paying the fare for the journey that the passenger has made in that vehicle with the intent to avoid payment of the fare.

(4) A person who contravenes subregulation (3) commits an offence and is liable, upon conviction, to a fine not exceeding one thousand five hundred penalty units or to imprisonment for a period not exceeding six months, or to both.

Unlawful
behaviour by
passenger

21. (1) A person whilst travelling in or upon a motor omnibus shall not —

- (a) spit in or upon or from the motor omnibus or any part of the motor omnibus;
- (b) use obscene, indecent, offensive or quarrelsome language or gestures;
- (c) behave in an obscene, indecent, offensive or quarrelsome manner;
- (d) wilfully interfere in any way with the comfort of any passenger;
- (e) wilfully obstruct or impede the driver or conductor in the exercise of their duties under these Regulations;
- (f) wilfully damage the motor omnibus;
- (g) enter or remain in or on the omnibus when requested not to do so by a driver or conductor on the ground that—

- (i) the omnibus is carrying its full complement of passengers; or
 - (ii) the operator is debarred from picking up passengers at the place in question by reason of the terms of or the conditions attached to the road service licence;
 - (h) sit in any place in or on any omnibus other than upon the seats provided for passengers;
 - (i) except in omnibuses where standing passengers are allowed, stand in or on the omnibus when it is in motion; or
 - (j) place any luggage or any other article in or near an entrance or exit for passengers in such a position as to cause any obstruction or danger to persons entering or leaving the omnibus or, in the case of a doubledecker motor omnibus, on the stairs of the omnibus.
- (2) A person in a state of intoxication shall not enter or remain in or on any motor omnibus.
- (3) A driver or conductor of a motor omnibus shall not wilfully allow a person in an intoxicated state to enter or remain in or on any motor omnibus on which the driver or conductor is on duty as the driver or conductor.
- (4) A person who contravenes the provisions of this regulation commits an offence.

22. (1) A person shall not cause or permit a public service vehicle authorised to carry passengers to be used on a road while the public service vehicle is carrying any inflammable or explosive substance and while passengers are actually being carried on the vehicle.

Inflammable liquid in passenger carrying public service vehicle

(2) Nothing in this regulation shall prohibit the carriage of petrol or other inflammable liquid—

- (a) in the fuel tank of a public service vehicle; or
- (b) as a reserve supply of fuel for the public service vehicle in a container or containers properly constructed to prevent leakage in such a position on the vehicle and not exceeding such amount as may be approved by a vehicle examiner.

23. (1) A person shall only cause or permit a motor omnibus or taxicab to be used on a road if there is displayed in a conspicuous place within the motor omnibus or taxicab vehicle a notice showing the fares authorised to be charged for conveyance in the omnibus or taxicab.

Matters to be displayed or inscribed on omnibus

(2) A list of extra payments in respect of additional passengers or luggage, in a taxicab, shall be displayed in a conspicuous position in the interior of the taxicab.

(3) The timetable to which a motor omnibus is required to run shall be available for public inspection in the motor omnibus.

(4) A person who fails to comply with the provisions of this regulation commits an offence and is liable, upon conviction, to a fine not exceeding three hundred penalty units.

Use of
taximeter

24. (1) A person who conveys any passenger in a taxicab shall operate a taximeter and only charge a fare indicated by the taximeter.

(2) These provisions shall not apply to journeys for which the charging of an agreed fare is authorised by the Director.

(3) All journeys in taxicabs shall be made by the shortest and most direct route except where otherwise specifically requested by the passenger.

(4) A person who, with intent to deceive, travels by a devious route contrary to this regulation commits an offence.

Driver's
badge

25. (1) The badge to be worn while on duty by the driver of every public service vehicle shall be made of metal or other durable material, and shall bear the words "Zambia P.S.V. Driver" and a distinguishing number.

(2) The badge referred to in sub-regulation (1) shall be issued free of charge by a licensing officer to any person licensed to drive a public service vehicle.

(3) A licensing officer shall, where a badge is lost or destroyed, upon application, issue a new badge to the applicant.

(4) A badge shall remain the property of the Republic and shall be returned to the licensing officer upon the person to whom it was issued ceasing to be licensed to drive a public service vehicle.

(5) A driver of a public service vehicle who when on duty, fails to wear a badge in a conspicuous position so that the distinguishing number is clearly legible commits an offence and is liable to a fine not exceeding three hundred penalty units.

Uniform
for taxicab
or
omnibus
drivers

26. (1) The driver of an omnibus, taxicab or a hire car shall, at all times when on duty, wear a uniform of a type and design approved by the Director.

(2) The uniform referred to in sub-regulation (1) shall be in a good state of repair and shall be kept clean and tidy.

(3) An omnibus, taxicab or hire car driver who contravenes the provisions of this regulation commits an offence.

PART V

GENERAL PROVISIONS

27. (1) There shall be established by taxicab drivers and operators an association, representing their interests, for recognition by the Government which shall be registered with the Registrar of Societies.

Establishment
of taxis
association

(2) An operator or driver who contravenes sub-regulation (1) commits an offence and is liable to a fine not exceeding one thousand five hundred penalty units.

28. A public service vehicle registered and licensed outside Zambia and used for the carrying of tourists booked and carried from, and, on the same tour, returning or going on to places outside Zambia may, for a period not exceeding sixty days, from the date on which the vehicle enters Zambia, be used on the roads in Zambia without a road service licence, except that goods shall not be carried on the vehicle other than the personal luggage of the tourists.

Exemption
from
road service
licence

29. An appeal to the Road Service Appeal Tribunal shall be in writing and shall be accompanied by the prescribed fee and a copy of the Director's reasons for the decision, order or other act appealed against.

Appeals

30. The Director may, subject to such conditions as the Director may specify, exempt the owner of any public service vehicle from complying with all or any of the provisions which the Director has power to exempt and direct that the exemption order be carried on the vehicle concerned.

Exemption

31. A person who commits an offence under these Regulations for which no penalty is provided is liable, upon conviction, in the case of a—

General
penalty

(a) first offence, to a fine not exceeding three hundred penalty units; and

(b) second or subsequent offence, to a fine not exceeding one thousand five hundred penalty units or to imprisonment for a period not exceeding three months, or to both.

FIRST SCHEDULE
(Regulation 3)

PRESCRIBED FORMS

FORM PSV 1
(Regulation 3)



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

APPLICATION FOR A ROAD SERVICE LICENCE-GOODS VEHICLES

NOTES:

1. This application must be signed by the person requiring the licence or, if made by any corporate body or partnership firm, by a person duly authorised in that behalf by such body, or a partner of the partnership firm, as the case may be.
2. All information required below must be given; it is not sufficient to write "as before", etc. Any information may be given on a separate sheet of paper if there is insufficient room on the form. Certain items have been printed on a separate sheet of paper and, if a request to this effect is made, the Director will withhold from public inspection the information given in response thereto.
3. No vehicle or trailer that is an authorised vehicle or trailer in a private carrier's licence may be used for the carriage of goods for hire or reward, and if this application is for a service falling within B below no such vehicle or trailer should be included in it.
4. Road service licences may be granted for not less than one year, nor more than five.
5. *Delete as applicable.
6. Keep a copy of this application. If you subsequently apply for a variation of your road service licence you will have to certify the correctness of the particulars given in this application.

To: The Director
Road Transport and Safety Agency
P.O. Box 32167
LUSAKA

Full name of applicant

Residential or business address

Postal address.....

Telephone number (if any)

I hereby apply for a road service licence (*in substitution for road service licence No) valid for years to permit me to operate the service described below, and I hereby declare that to the best of my knowledge and belief all the statements in this application (*and in the annexed statements) are true.

Date.....

Applicant

TYPE OF SERVICE TO BE PROVIDED

*AA service of letting goods vehicles on hire.

(NOTE.-Applicants applying for this type of service should answer items marked A.)

*B A service of conveying goods for reward.

(NOTE.-Applicants applying for this type of service should answer items marked B.)

(1) Give particulars of the road or roads or area it is proposed to serve (A and B)

.....
 (2) Give particulars of any bankruptcy or agreement entered into with creditors by you(A and B)

(3) State whether your main source of livelihood is, or is intended to be, derived from the business of operating public service vehicles (A and B).....

(4) Please attach a statement, preferably from a bank, or give other satisfactory evidence of your financial stability. In the case of limited liability companies please state:

- (a) The authorised capital
- (b) The paid-up capital
- (c) The names of the directors
- In the case of any other organisation using a business name, please state:
- (d) The names of the persons having a financial interest in the organisation.....
- (e) The extent of the interest of each (A and B)

(5) Give reasons for alleging that existing transport on the road(s) or in the area that you wish to serve (including transport by rail or any other means) is inadequate (A and B)

(6) Give any further statement or information that is of relevance in this application (A and B)

(7) Details of goods vehicles to be used (A and B).

Motor Vehicle				Trailers			
Regn No.	Year of make	** Type	Max. tonnage of goods it is desired to carry	Regn. No.	Year of make	** Typee	Max. tonnag of goods it is desired to carry

** i.e. low loader, tipper, flat, etc.

NOTE.-If you wish any of the above to be reserved vehicles, to be used only in replacement of others that may break down, etc., mark them "R".z

Date

Applicant

YOU ARE STRONGLY ADVISED NOT TO PURCHASE ANY MOTOR VEHICLES OR TRAILERS IN ANTICIPATION OF YOUR APPLICATION BEING GRANTED

PSV.I ANNEX I

CONFIDENTIAL

Every applicant for a road service licence is required to give the following information. If a request to that effect is made, the Director will withhold it from public inspection.

Name of applicant

(8) Give particulars of any agreement or arrangement (affecting in any material respect the provision within Zambia of facilities for the transport of goods or passengers for hire or reward) entered into by you with any other person by whom such facilities are provided (A and B)

.....
.....
.....

(9) Give particulars of any financial interest (whether as a partner or shareholder or as a result of any loan, guarantee or other financial transaction) which any other person providing facilities for the transport of goods or passengers for hire or reward or controlling (either solely or in conjunction with any other person) the business of any person who provides such facilities, has in your business (A and B)

.....

(10) If you (the applicant) are a company give particulars of any right which any such person as specified in item (9) has to nominate any director of your company (A and B)

.....
.....
.....

(11) Give particulars of any interest or right which you have in the business of any other person engaged in the operation of public service vehicles within Zambia (A and B).....

.....
.....

(12) The rates to be charged for the proposed service (A and B)

.....
.....

Date

Applicant

FORM PSV.2
(Regulation 3)



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

APPLICATION FOR A ROAD SERVICE LICENCE-MOTOR OMNIBUS
AND/OR COMPOSITE VEHICLES

Notes:

- 1. This application must be signed by the person requiring the licence, or if made by any corporate body or partnership firm, by a person duly authorised in that behalf by such body, or a partner of the partnership firm, as the case may be.
- 2. All information required below must be given; it is not sufficient to write "as before", etc. Any information may be given on a separate sheet of paper if there is insufficient room on the form. Certain items have been printed on a separate sheet of paper and, if a request to this effect is made, the Director will withhold from public inspection the information given in response thereto.
- 3. Road service licences may be granted for not less than one year, and not more than five.
- 4. Keep a copy of this application. If you subsequently apply for a variation of your road service licence you will have to certify the correctness of the particulars given in this application.
- 5. * Delete as applicable.

To: The Director
Road Transport and Safety Agency
P.O. Box 32167
LUSAKA

Full name of applicant

Residential or business address

Postal address

Telephone number (if any)

I hereby apply for a road service licence (*in substitution for road service licence No valid for years to permit me to operate the service described below and I hereby declare that to the best of my knowledge and belief all the statements in this application (*and in the annexed statements) are true.

Date Applicant

TYPE OF SERVICE TO BE PROVIDED

*A A service of letting motor omnibuses or composite vehicles on hire.

(NOTE.-Applicants applying for this type of service should answer items marked A.)

*B A service of conveying passengers or passengers and goods for reward.

(NOTE.-Applicants applying for this type of service should answer items marked B.)

(1) Give particulars of the road or area it is proposed to serve (A and B)

.....
.....
.....

(2) Give the time-table of the service you wish to provide or, if you do not propose to operate to a time-table, give the frequency of the service, and the times to be taken by it (B). This may be answered on a separate sheet of paper if more convenient

.....
.....
.....
.....

(3) Give particulars of any bankruptcy or agreement entered into with creditors by you (A and B)

.....
.....

(4) State whether your main source of livelihood is, or is intended to be, derived from the business of operating public service vehicles (A and B).

.....

(5) Please attach a statement, preferably from a bank, or give other satisfactory evidence of your financial stability. In the case of limited liability companies, please state:

(a) The authorised capital

(b) The paid-up capital

(c) The names of the directors.....

.....

In the case of any other organisations using a business name, please state:

(d) The names of the persons having a financial interest in the organisation

.....

.....

(e) The extent of the interest of each (A and B)

.....

(6) Give reasons for alleging that existing transport on the road(s) or in the area that you wish to serve (including transport by rail or any other means) is inadequate (A and B)

.....
.....
.....

(7) Give any further statement or information that is of relevance in this application (A and B)

.....

(8) Details of vehicles to be used (A and B):

Motor Omnibuses			Composite Vehicles			
<i>Regn. No.</i>	<i>Year of make</i>	<i>Max. No. of passengers it is desired to carry</i>	<i>Regn. No.</i>	<i>Year of make</i>	<i>Max. No. of passengers it is desired to carry</i>	<i>Max. tonnage of goods it is desired to carry</i>

NOTE.-If you wish any of the above to be reserve vehicles, to be used only in replacement of others that may break down, etc., mark them "R".

Date

Applicant

YOU ARE STRONGLY ADVISED NOT TO PURCHASE ANY MOTOR VEHICLES IN ANTICIPATION OF YOUR APPLICATION BEING GRANTED

PSV.2. ANNEX I

CONFIDENTIAL

Every applicant for a road service licence is required to give the following information. If a request to that effect is made, the Director will withhold it from public inspection.

Name of applicant

(9) Give particulars of any agreement or arrangement (affecting in any material respect the provision within Zambia of facilities for the transport of goods or passengers for hire or reward entered into by you with any other person by whom such facilities are provided (A and B)

(10) Give particulars of any financial interest (whether as a partner or shareholder or as a result of any loan, guarantee or other financial transaction) which any other person providing facilities for the transport of goods or passengers for hire or reward or controlling (either solely or in conjunction with any other person) the business of any person who provides such facilities, has in your business (A and B)

(11) If you (the applicant) are a company give particulars of any right which any such person as specified in item (10) has to nominate any director of your company (A and B)

(12) Give particulars of any interest or right which you have in the business of any other person engaged in the operation of public service vehicles within Zambia (A and B)

(13) The rates to be charged for the hire of vehicles (A and B)

Date

.....

Applicant

FORM PSV.3
(Regulation 3)



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

**APPLICATION FOR A ROAD SERVICE LICENCE-TAXICABS
AND/OR HIRE CARS**

NOTES:

1. This application must be signed by the person requiring the licence, or if made by any corporate body or partnership firm, by a person duly authorised in that behalf by such body, or a partner of the partnership firm, as the case may be.

2. All information requested below must be given; it is not sufficient to write "as before", etc. Any information may be given on a separate sheet of paper if there is insufficient room on the form. Certain items have been printed on a separate sheet of paper and, if a request to this effect is made, the Director will withhold from public inspection the information given in response thereto.

3. Road service licences may be granted for not less than one year, and not more than five.

4. *Delete as applicable.

5. Keep a copy of this application. If you subsequently apply for a variation of your road service licence you will have to certify the correctness of the particulars given in this application.

To: The Director
Road Transport and Safety Agency
P.O. Box 32167
LUSAKA

Full name of applicant
Residential or business address

Postal address

Telephone number (if any)

I hereby apply for a road service licence (*in substitution for Road Service Licence No valid for years to permit me to operate the service described below, and I hereby declare that to the best of my knowledge and belief all the statements in this application (*and in the annexed statements) are true.

Date

Applicant

- (1) Give particulars of the road or roads or area it is proposed to serve
- (2) Give particulars of any bankruptcy or agreement entered into with creditors by you.....
- (3) State whether your main source of livelihood is, or is intended to be, derived from the business of operating public service vehicles
- (4) Please attach a statement, preferably from a bank, or give other satisfactory evidence of your financial stability. In the case of limited liability companies please state:
 (a) The authorised capital
- (b) The paid-up capital
- (c) The names of the directors
- In the case of any other organisation using a business name, please state:
 (d) The names of the persons having a financial interest in the organisation ...
- (e) The extent of the interest of each
- (5) Give the reasons for alleging that existing transport on the road(s) or in the area that you wish to serve (including transport by rail or any other means) is inadequate

Taxicabs			Hire Cars		
<i>Regn.No.</i>	<i>Year of make</i>	<i>Max. No. of passengers it is desired to carry</i>	<i>Regn. No.</i>	<i>Year of make</i>	<i>Max. No. of passengers it is desired to carry</i>

NOTE.-If you wish any of the above to be reserved vehicles, to be used only in replacement of others that may break down, etc., mark them "R".

Date Applicant

YOU ARE STRONGLY ADVISED NOT TO PURCHASE ANY MOTOR VEHICLES IN ANTICIPATION OF YOUR APPLICATION BEING GRANTED

PSV.3. ANNEX 1

Every applicant for a road service licence is required to give the following information. If a request to that effect is made, the Director will withhold it from public inspection.

Name of applicant

(8) Give particulars of any agreement or arrangement (affecting in any material respect the provision within Zambia of facilities for the transport of goods or passengers for hire or reward) entered into by you with any other person by whom such facilities are provided.....

(9) Give particulars of any financial interest (whether as a partner or shareholder or as a result of any loan, guarantee or other financial transaction) which any other person providing facilities for the transport of goods or passengers for hire or reward or controlling (either solely or in conjunction with any other person) the business of any person who provides such facilities, has in your business.....

(10) If you (the applicant) are a company give particulars of any right which any such person as specified in item (9) has to nominate any director of your company

(11) Give particulars of any interest or right which you have in the business of any other person engaged in the operation of public service vehicles within Zambia

(12) The rates to be charged for the proposed service. (Hire cars only.)

Date Applicant



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

**APPLICATION FOR A VARIATION OF AN EXISTING ROAD
SERVICELICENCE**

PASSENGER OR GOODS OR BOTH

NOTE:

This application must be signed by the person requiring the variation or, if made by any corporate body or partnership firm, by a person duly authorised in that behalf by such body, or a partner of the partnership firm, as the case may be.

To: The Director
Road Transport and Safety Agency
P.O. Box 32167
LUSAKA

Full name of applicant

Residential or business address

Postal address

Telephone number (if any)

I, being the holder of Road Service Licence No
hereby confirm, with the modifications set forth below, the particulars supplied by me in my
application for the said licence. Modifications

.....
.....
.....

I now apply for the said licence to be varied as follows

.....
.....
.....

Date

Applicant

FORM PSV:5
(Regulation 3)
No



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

To be completed in quadruplicate

ROAD SERVICE LICENCE FOR LETTING OUT GOODS VEHICLES ON HIRE AND/OR FOR THE CARRIAGE OF GOODS

Full name
of (full address)

is hereby licensed to—

- (1)..... let out goods vehicles on hire;
- (2).....convey goods for reward;

in accordance with the terms and conditions of this licence.

This licence is valid from to

- 1. Route or routes on which or areas in which the service may be provided

- 2. Base from which service is to be operated

- 3. Goods that may be conveyed.....

- 4. Goods may be conveyed only under contract to

- 5. Vehicles may be let on hire only to

..... and for the following use

- 6. The vehicles with which the service is to be operated and the tonnage of goods licensed to be carried by each are asrecorded on the attached paper.

CONDITIONS

This licence is issued subject to the following conditions:

- (1) That any rates that may be fixed and laid down for the letting of vehicles on hire or for the carriage of goods be adhered to;
- (2) That the provisions of the Road Traffic Act, 2002 and of the regulations made thereunder be compliedwith;
- (3) That

Date

Director

MOTOR VEHICLES AND TRAILERS AUTHORISED TO BE USED UNDER THIS
LICENCE

Replacement motor vehicles and trailers are marked "R"

<i>Registration Mark</i>	<i>Goods Carrying Vehicle</i>	<i>Licensed Carrying Capacity Trailer</i>	<i>Licensed Carrying Capacity</i>	<i>Tractor</i>	<i>Date Authorised</i>	<i>Date Removed</i>

Notes.-When this licence is to be varied by the removal of a vehicle from it, the licence of the vehicle being removed must be sent to the Director.

A vehicle marked "R" may only be used in substitution for a vehicle not so marked, and not in addition thereto.

Original-To licence holder.

Duplicate-To remain with Director.

Triplicate-To remain with Director.

Quadruplicate-To Road Traffic Inspector.

FORM PSV.6
(Regulation 3)

No



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

To be completed in quadruplicate

**ROAD SERVICE LICENCE FOR THE LETTING OUT OF MOTOR
OMNIBUSES OR COMPOSITE VEHICLES ON HIRE AND/OR FOR
THE CARRIAGE OF PASSENGERS/PASSENGERS AND GOODS
IN SUCH VEHICLES**

Full name
of (full address)
is hereby licensed to:

(1)let out motor
omnibuses and/or composite vehicles on hire:

(2)convey
passengers (and goods) for reward;
in accordance with the terms and conditions of this licence.

This licence is valid from to

1. Route or routes on which or areas in which the service may be provided

2. Base from which service is to be operated

3. Goods (if any) that may be carried

4. Vehicles may be let on hire only to
.....and for the following use.....

5. The service is to operate to the following frequency
and/or time-table(s)*

6. The vehicles with which the service is to be operated and the number of passengers
(and goods) licensed to be carried by each are as recorded on the attached paper.

CONDITIONS

This licence is issued subject to the following conditions:

(1) That any rates and fares that may be fixed and laid down for the letting of vehicles on hire or for the carriage of passengers or goods be adhered to;

(2) That the provisions of the Road Traffic Act, 2002 and of the regulations made thereunder be complied with;

(3) That.....

Date

Director

*Lengthy time-tables will be attached on a separate sheet of paper.

MOTOR VEHICLES AUTHORISED TO BE USED UNDER THIS LICENCE
Replacement Vehicles are marked "R"

<i>Registration Mark</i>	<i>Licensed Carrying Capacity Passengers</i>	<i>Licensed Carrying Capacity-Goods (Composite Vehicles only)</i>	<i>Date Authorised</i>	<i>Date Removed</i>

NOTES.-When this licence is to be varied by the removal of a vehicle from it, the licence of the vehicle being removed must be sent to the Director.

A vehicle marked "R" may only be used in substitution for a vehicle not so marked, and not in addition thereto.

- Original-To licence holder.
- Duplicate-To remain with Director.
- Triplicate-To remain with Director.
- Quadruplicate-To Road Traffic Inspector.

FORM PSV.7
(Regulation 3)

No



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

**ROAD SERVICE LICENCE FOR THE OPERATION OF TAXICABS
AND/OR HIRE CARS**

Full name
of (full address)

.....
is hereby licensed to convey passengers for reward in taxicabs/hire cars in accordance with the terms and conditions of this licence.

This licence is valid from to

1. Route or routes on which or areas in which the service may be provided

2. Base from which the service is to be operated

3. The vehicles with which the service is to be operated and the number of passengers licensed to be carried by each as recorded overleaf.

CONDITIONS

This licence is issued subject to the following conditions:

- (1) That any rates and fares that may be fixed and laid down for the hire of taxicabs or hire cars be adhered to;
- (2) That the provisions of the Road Traffic Act, 2002 and of the regulations made thereunder be complied with;
- (3) That

Date

Director

No

MOTOR VEHICLES AUTHORISED TO BE USED UNDER THIS LICENCE
Replacement Vehicles are marked "R"

<i>Registration Mark</i>	<i>Taxicab Licensed Carrying Capacity Passengers</i>	<i>Hire Car Licensed Carrying Capacity Passenger</i>	<i>Date Authorised</i>	<i>Date Removed</i>

Notes.-When this licence is to be varied by the removal of a vehicle from it, the licence of the vehicle being removed must be sent to the Director of Road Traffic.

A vehicle marked "R" may only be used in substitution for a vehicle not so marked, and not in addition thereto.

Original-To licence holder.

Duplicate-To remain with Director.

Triplicate-To remain with Director.

Quadruplicate-To Road Traffic Inspector.

No

FORM PSV.8
(Regulation 3)

No



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

VARIATION OF ROAD SERVICE LICENCE-GOODS VEHICLES

Variation No

No. of Varied Licence

The above road service licence is varied as follows:

Item

Variation

Date

Director

For details of motor vehicles or trailers added to the licence, and of substitutions, please see reverse.

NOTE.-This variation forms part of the relevant road service licence and should be kept with it.

Variation No of Road Service Licence No

THE FOLLOWING MOTOR VEHICLES/TRAILERS ARE HEREBY AUTHORISED
TO BE USED UNDER THE AUTHORITY OF THE ABOVE LICENCE

Replacement Vehicles are marked "R"

<i>Registration Mark</i>	<i>Goods Carrying Vehicle</i>	<i>Licensed Carrying Capacity</i>	<i>Trailer</i>	<i>Licensed Carrying Capacity</i>	<i>Tractor</i>	<i>Date Authorised</i>	<i>Date Removed</i>

The following motor vehicles and trailers are removed from the above licence:

<i>Registration Mark</i>	<i>Date Removed</i>

Notes.-When this licence is to be varied by the removal of a vehicle from it, the licence of the vehicle being removed must be sent to the Director.

A vehicle marked "R" may only be used in substitution for a vehicle not so marked, and not in addition thereto.

Original-To licence holder.

Duplicate-To remain with Director.

Triplicate-To remain with Director.

Quadruplicate-To Road Traffic Inspector.

FORM PSV.9
(Regulation 3)
No



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

To be completed in quadruplicate

**VARIATION OF A ROAD SERVICE LICENCE-MOTOROMNIBUSES
AND COMPOSITE VEHICLES**

Variation No

No. of Varied Licence

The above road service licence is varied as follows:

<i>Item</i>	<i>Variation</i>
-------------	------------------

Date

Director

For details of motor vehicles or trailers added to the licence, and of substitutions, please see reverse.

NOTE.-This variation forms part of the relevant road service licence and should be kept with it.

Variation No of Road Service Licence No

THE FOLLOWING MOTOR VEHICLES ARE HEREBY AUTHORISED TO BE USED
UNDER THE AUTHORITY OF THE ABOVE LICENCE

Replacement Vehicles are marked "R"

<i>Registration Mark</i>	<i>Licensed Carrying Capacity Passengers</i>	<i>Licensed Carrying Capacity-Goods (Composite Vehicles only)</i>	<i>Date Authorised</i>	<i>Date Removed</i>

The following motor vehicles are removed from the above licence:

<i>Registration Mark</i>	<i>Date Removed</i>

Notes.-When this licence is to be varied by the removal of a vehicle from it, the licence of the vehicle being removed must be sent to the Director.

A vehicle marked "R" may only be used in substitution for a vehicle not so marked, and not in addition thereto.

Original-To licence holder.

Duplicate-To remain with Director.

Triplicate-To remain with Director.

Quadruplicate-To Road Traffic Inspector.

FORM PSV.10
(Regulation 3)

No



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

VARIATION OF A ROAD SERVICE LICENSE-TAXICABS AND HIRE CARS

Variation No

No. of Varied Licence

The above road service licence is varied as follows:

<i>Item</i>	<i>Variation</i>
-------------	------------------

Date

Director

For details of motor vehicles or trailers added to the licence, and of substitutions, please see reverse.

NOTE.-This variation forms part of the relevant road service licence and should be kept with it.

Variation Noof Road Service Licence No

THE FOLLOWING MOTOR VEHICLES ARE HEREBY AUTHORISED TO BE USED
UNDER THE AUTHORITY OF THE ABOVE LICENCE

Replacement Vehicles are marked "R"

<i>Registration Mark</i>	<i>Taxicab Licensed Carrying Capacity</i>	<i>Hire Licensed Carrying Capacity</i>	<i>Date Authorised</i>	<i>Date Removed</i>

The following motor vehicles are removed from the above licence:

<i>Registration Mark</i>	<i>Date Removed</i>

Notes.-When this licence is to be varied by the removal of a vehicle from it, the licence of the vehicle being removed must be sent to the Director.

A vehicle marked "R" may only be used in substitution for a vehicle not so marked, and not in addition thereto.

Original-To licence holder.

Duplicate-To remain with Director.

Triplicate-To remain with Director.

Quadruplicate-To Road Traffic Inspector.

FORM PSV.11
(Regulation 7)



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

IDENTITY CERTIFICATE

Fee units/paid: 40

No.....
 Vehicle Regn. Mark.....
 Holder of licence
 R.S.L./S.T.R.S.L. No.....
 or substituted vehicle Pgrs./Goods
 Licensed c.c.....
 Expiry date
 Signed.....
 Dated

Fee units/paid: 40

No.....
 Vehicle Regn. Mark.....
 Holder of licence.....
 R.S.L./S.T.R.S.L. No.....
 or substituted vehicle Pgrs./Goods
 Licensed c.c.....
 Expiry date.....
 Signed
 Dated

NOTES:

- (1) Licensed carrying capacity means the number of passengers and/or the weight of goods that the vehicle has been licensed by the Director to carry. It must not be exceeded even though a higher carrying capacity may in some cases be recorded on the vehicle's certificate of fitness as the maximum weight that the vehicle is physically capable of carrying.
- (2) If the vehicle in question is a "replacement vehicle" the identity certificate will be marked with the letter "R".



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

Confidential

MONTHLY RETURN TO BE MADE BY ALL HOLDERS OF ROAD SERVICE LICENCES AND SHORT-TERM ROAD SERVICE

Return made by(name of operator) for the month of

	<i>Goods Vehicles</i>	<i>Trailers</i>	<i>Tractors</i>
1. No. of vehicles owned			
2. Average No. of vehicles in use			
3. Carrying capacity:			
(a) Short tons			
(b) No. of passengers			
4. Estimated present written down value			
5. Miles run (within Zambia only)			
6. Tons carried (within Zambia only)			
7. Passengers carried (within Zambia only)			
Address			

.....
Signature

Date

This return must reach the Director, Lusaka, on or before the last day of the month following that to which it relates.

This return is obtainable on payment from the Director.

It is an offence against the Road Traffic Act, 2002 to fail to submit returns or knowingly to give in a return any information that is false.

This return relates only to public service vehicles and to their operation in Zambia. It should not include information in respect of any other business carried on, nor work done outside Zambia.



The Road Transport and Safety Agency

The Road Traffic (Public Service Vehicles) Regulations, 2013

CONFIDENTIAL

ANNUAL RETURN TO BE MADE BY ALL HOLDERS OF ROAD SERVICE LICENCES, OTHER THAN SHORT-TERM ROAD

Return made by
(name of operator) for the year

PART I-OPERATING STATISTICS

	<i>Goods Vehicles</i>	<i>Trailers</i>	<i>Tractors</i>
A. Monthly Average			
1. Vehicles owned			
2. Vehicles in use			
3. Carrying capacity			
4.(a) the estimated value at the beginning of the year			
(b) the estimated value at the end of the year			
(c) the value at original cost of all vehicles purchased or constructed and put into use during the year			
(d) the estimated value of vehicles sold during the year			
(e) depreciation on vehicles			

5. No. of drivers Conductors
and assistants

6. No. of other staff

B Annual Totals

- 7. Miles run
- 8. Tonnage carried
- 9. Passengers carried
- 10. Gallons of petrol used.
- 11. Gallons of other fuel used.

PART II-OPERATING COSTS

- 12. Petrol
- 13. Other fuel
- 14. Lubricating oils and greases.....
- 15. Maintenance, excluding wages
- 16. Tyres and tubes
- 17. Wages of drivers, conductors and assistants
- 18. Wages of other staff
- 19. Vehicle depreciation
- 20. Vehicle licences and insurance
- 21. Any other expenses, not included above

Annual Totals
K

Total

Address

Signature

Date

Notes:

- (a) This return must be sent to the Director, Lusaka, so as to reach the Director not more than three months after the close of the year to which it relates.
- (b) This return relates only to public service vehicles and their operation within Zambia. It should not include information in respect of any other business carried on, nor work done outside Zambia.
- (c) Item 21 (any other expenses) should not include income tax, dividends, capital expenditure, drawings, etc., but only normal expenditure (not already shown in columns 12 to 20) incurred in running the business, e.g. postage, rent, accountancy and audit fees, advertising and depreciation of assets other than vehicles.
- (d) It is an offence under the Road Traffic Act, 2002 to fail to submit returns, or knowingly to give in a return any information that is false.

SECOND SCHEDULE

(Regulation 4)

PRESCRIBED FEES

	<i>Item</i>	<i>Fee Units</i>
1.	Application for road service licence	240
2.	Road service licence and endorsement of a road service licence or variation of the terms and conditions thereof	523
3.	Vehicle authorised in a road service licence	240
4.	Application for short-term road service licence, short-term road service licence and vehicle authorised in a short-term road service licence	480
5.	Vehicle authorised in short-term road service licence	240
6.	Duplicate road service licence.	523
7.	Duplicate short-term road service licence	523
8.	Identity certificate and endorsement of identity certificate	560
9.	Duplicate identity certificate	560
10.	New PSV driver's badge	240
11.	PSV driver's badge-duplicate only	240
12.	Appeal to Road Service Appeal Tribunal	2,000

THIRD SCHEDULE

(Regulation 6)

NOTICE OF OBJECTION

To: The Director
 Road Transport and Safety Agency
 P.O. Box 32167
 LUSAKA

NOTICE OF OBJECTION to the application for a road service licence made by
 and published and numbered RT
 in the Gazette of

I/We desire to
 make objections or representations to or in relation to the above-mentioned application on
 the ground(s) that:

The service or facilities proposed to be provided by the applicant are neither necessary nor
 desirable in the public interest;

The route(s) or area in respect of which the application is made is/are already adequately
 served;

The services or facilities proposed to be provided by the applicant will adversely affect
 existing services or facilities provided by me/us;

The route(s) or some part thereof on which the applicant will or may provide a service or
 facilities under the licence, if granted, is/are not suitable.

I/We further desire to make objections or representations as to:

The fitness of the applicant to be licensed (and) the ability of the applicant, if licensed, to
 provide and maintain the licensed services and facilities efficiently, and strictly in compliance
 with his/its statutory or other duties as holder of the licence; and as to—

A copy of this notice has been sent to the applicant dated thisday
 of....., 20

.....
 Signature of Objector or the duly
 authorised officer or agent

Address of Objector:

C. B. YALUMA,
*Minister of Transport, Works, Supply
 and Communications*

LUSAKA
 21st May, 2013
 [MCT/102/13/8c]

