

**Example of the email that will be sent to schools by the Provincial Regulatory Entity**

To: *Name of school*

Dear Principal

**PROVINCIAL REGULATORY ENTITY REQUIRES CONFIRMATION OF THE NEED FOR SCHOLAR TRANSPORT SERVICE OFFERED TO SCHOOL**

The Western Cape Provincial Regulatory Entity (PRE) received an operating licence application to provide a scholar transport service (Ref. No:.....) to learners attending your school.

It is hereby requested that the **school confirms in a return email within 7 working days** that there are learners registered at the school who reside in the following areas and who may therefore require transport if so desired and decided by the parents of the learners:

1. *Name of area*
2. *Name of area*

By responding in writing to this email to confirm whether or not learners registered at your school reside in the abovementioned area(s), the governing body and/or principal do not take responsibility or become accountable for the conduct of the drivers of scholar transport vehicles or their non-compliance to the applicable road traffic laws and/or regulations.

The school will be informed of the outcome of the application within about 60 days.

Please respond in writing to this email within the abovementioned working days to confirm whether or not the learners registered at your school reside in the identified areas.

Kind regards

**Shantel Radies**  
**Administrative Officer: Operating Licence & Permits**  
**Provincial Regulatory Entity (PRE)**  
**Mobility Department**  
**WESTERN CAPE GOVERNMENT**

**Tel: +27 21 483 0241**

**E-mail: [Shantel.Radies@westerncape.gov.za](mailto:Shantel.Radies@westerncape.gov.za)**

**Website: [www.westerncape.gov.za](http://www.westerncape.gov.za)**

**<https://www.westerncape.gov.za/tpw/applying-public-operating-licence>**

**Physical address: Vangate Shared Service Centre,**

Cnr Bosduif & Volstruis Streets, Athlone 7764  
Postal address: Private Bag X8, Goodwood 7459

The Western Cape Provincial Regulatory Entity (WC PRE) is hereby giving notice that it will no longer accept applications submitted via email from 01 August 2023. From this date, applications can be submitted by hand or via the online platform.

Please apply online on PTRS by using this website <https://live.online.ptswesterncape.org/#/sign-up>

Please be advised that upliftments will no longer be done via email as from 28 August 2023, please note that upliftment documents can only be submitted at our offices, besides online applications.

