



Truck Stop Application Checklist: Table of Contents

The overall purpose of the **Truck Stop Application and Assessment Checklist** is to provide a structured, comprehensive framework for assessing and enhancing truck stops in the Western Cape. It guides applicants and authorities through essential criteria and standards for new truck stop developments or improvements to existing facilities. The checklist ensures alignment with regional planning frameworks, legal compliance, stakeholder engagement, and service provision requirements. It aims to promote strategically located, well-equipped truck stops that support efficient freight movement, driver welfare, and sustainable development practices.

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Applicant Information

Name of Applicant

Address

Municipality

Date

Signature of Applicant

Notes:

1. Land use planning is a municipal responsibility. All truck stop applications must adhere to the relevant Municipal Planning Bylaws and be aligned with the applicable Municipal Spatial Development Framework (MSDF). This checklist should be completed alongside all relevant local municipal bylaws to ensure compliance with legal and procedural requirements.
2. Truck stop applications must be submitted to the relevant local municipality for assessment and approval. If an Environmental Impact Assessment (EIA) is required, the application must also be forwarded to the appropriate provincial and national authorities. Applicants must also ensure that any additional requirements specified by the local municipality are addressed.
3. Local municipalities will collaborate with district municipalities on applications, as the district municipality may act as an interested and affected party.
4. While current spatial plans may not explicitly address truck stops, they do offer guidelines on permissible land uses. These guidelines help determine where truck stops can be accommodated and where deviations from the MSDF may be necessary.
5. This Truck Stop Application Checklist serves as a supplementary guide to the applicable Municipal Planning Bylaws (MPBL) and supports a consistent approach to truck stop provision across the province. This is especially valuable when applications involve multiple municipalities or require cross-border coordination.
6. In the City of Cape Town, Section 42 of the Municipal Planning Bylaw (MPBL) outlines the types of applications that can be submitted and provides detailed guidance on the required documentation for each application.
7. In accordance with the Bylaws and the Spatial Planning and Land Use Management Act (SPLUMA), a pre-application meeting between the developer and the planning authority is encouraged. The planning authority may engage with the applicant on key issues, such as service provision in areas where growth is discouraged. Proposed developments located within the Urban Development Edge, inside the urban inner core, and incremental growth areas are generally supported. For developments in discouraged growth areas, applicants must apply for a deviation from the MSDF and submit a site-specific motivation. A public participation process may also be required if necessary or if the proposal falls outside current bylaws.
8. Subdivision, rezoning, and consent use are distinct applications and may be required separately or in combination, depending on the property's specific zoning and development objectives. Not all truck stop applications will require all three processes. Each application should be assessed based on the site's zoning and development needs.
9. Under Supporting Transport Routes, municipalities can utilise the Western Cape Freight Demand Model (WCFDM) to verify freight flows at the proposed truck stop site or through their jurisdiction. The WCFDM provides essential data to support decision-making for freight-related developments. Access the WCFDM here: <https://wcqdtpwfreight.azurewebsites.net/account/>. For further queries, please contact MD.Freight@westerncape.gov.za.
10. In certain cases, subdivision, rezoning, and consent use may all be required for a single site, depending on the property's characteristics and the proposed development. These should be combined into one comprehensive application if necessary.
11. Under Strategic Location (Section B), a locality map must be included with the application to provide context for the truck stop's location.
12. Under Zoning and Surrounding Land Uses (Section D), a map illustrating the relevant zoning and surrounding land uses must be included with the application.
13. Under Proposed Development (Section G), applicants should provide appropriate drawings, plans, and visualisations to support the application.
14. A Traffic Impact Assessment (Section H) is mandatory for all truck stop applications to assess the development's effects on traffic flow and safety.
15. A Visual Impact Assessment (Section I) is mandatory for all proposed truck stop developments along scenic routes to ensure that visual impacts are carefully assessed and mitigated.
16. Truck stop developments are encouraged to incorporate sustainable practices such as water-efficient systems, energy-saving technologies, and appropriate waste management strategies, in line with environmental best practices.
17. In addition to municipal bylaws, truck stop developments must comply with applicable health, safety, environmental, and transport regulations to ensure all sector-specific legal requirements are met.

Section A: Property Description

Section A: Property Description - This section gathers essential information about the property, including size, ownership, zoning, servitudes, and boundaries, providing a foundational understanding of the site's characteristics.

A1. Size

A2. Ownership

A3. Zoning

A4. Servitudes

A5. Title deed

A6. Description of boundaries

Section B: Strategic Location

Section B: Strategic Location - This section assesses the strategic significance of the truck stop location, taking into account network gaps and alignment with municipal and regional development frameworks, ensuring that the location supports broader transport objectives.

B1. Network gaps identified through (please tick the appropriate box):

A. WC Truck Stop Study (2023, map provided below)

☐

B. SDF, IDP and ITP of local/district municipality

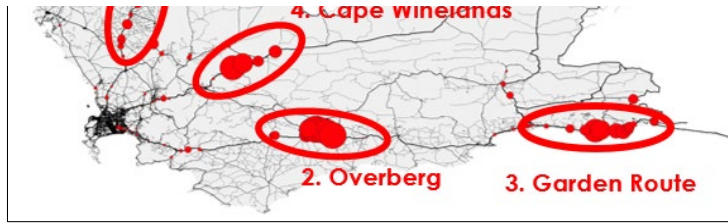
☐

C. Other? *Please specify*

☐

[*Refer to Note 11](#)





Section C: Supporting Transport Routes

Section C: Supporting Transport Routes - This section reviews access to major road networks and the transport routes that support freight movement, ensuring the site's suitability for heavy transport and accessibility for drivers.

C1. Access to road networks (please tick the appropriate box):

A. National road network (N1, N2, and N7)

☐

B. Western Cape strategic road network

☐

C2. Freight transport along the route(s) under analysis

[*Refer to Note 9](#)

Section D: Zoning and Surrounding Land Uses

Section D: Zoning and Surrounding Land Uses - This section verifies the current zoning of the property and surrounding areas, confirming that the proposed use aligns with local zoning regulations and is compatible with adjacent land uses.

D1. Zoning of:

A. Property subject to development

B. Properties bordering the property under analysis

D2. Land use of:

A. Property subject to development

B. Properties bordering the property under analysis

[*Refer to Note 12](#)

Section E: Proposed Land Use (Subdivision, Rezoning and Consent Use)

Section E: Proposed Land Use (Subdivision, Rezoning, and Consent Use) - This section evaluates if subdivision, rezoning, or consent use applications are necessary for the truck stop project, addressing any adjustments needed to comply with zoning and land use requirements.

E1. Does the site require rezoning to accommodate the proposed truck stop?

- Yes ☐ Prepare a rezoning application
- No ☐ Rezoning application not required

E2. Does the truck stop development require the subdivision of the property into multiple parcels?

- Yes ☐ Prepare a subdivision application
- No ☐ Subdivision application not required

E3. Is the proposed truck stop classified as a consent use under the current zoning?

- Yes ☐ Prepare a consent use application
- No ☐ Consent use application not required

[*Refer to Note 7](#)

Section F: Service Provision and Site Development Plan

Section F: Service Provision and Site Development Plan - This section discusses the core purpose of the truck stop assessment process. It lists essential services, such as 24/7 fuel access, driver amenities (e.g., toilets, showers), security, quality food options, and parking facilities, which are required for a truck stop to be classified as such in the Western Cape. Additional facilities, like ATMs, repair services, and wellness clinics, are also encouraged to enhance service quality. If the basic requirements are not met, the applicant must be approached to incorporate them to ensure the facility meets regional standards and qualify to be called a truck stop.

F1. Basic service requirements (please tick the appropriate box and briefly add any details on the service requirements)

1. Fuel (available 24/7) ☐
2. Driver amenities (male and female toilets) ☐
3. On-site security (e.g., cameras, fences, security personnel) ☐
4. Quality food (restaurant/take aways) ☐
5. Parking facilities (available 24/7) ☐

F2. Additional services based on serviceability (please tick the appropriate box and briefly add any details on the service)

6. Driver amenities (male and female showers with hot water) ☐
7. ATM ☐
8. Laundry services ☐

9. Wellness clinic

☐
10. Repair services

☐
11. Accommodation

☐
12. Truck wash bay

☐

[*Refer to Note 7](#)

SANRAL facility:	SANRAL description:	WC Truck Stop Study equivalent:
Rest and Service Facility (urban and rural)	A small-scale service area providing a small convenience shop, parking, Automatic Teller Machines (ATM's), wash bays, and all types of fuel and additional transport related services to the benefit of the public.	Service station
Maxi Service Area	A large-scale service area providing an amenity building (including a convenience shop, restaurants, fast food drive-thru, washrooms and tourist information), all types of fuel (including alternative energy source(s) like electrical charging), ATM's, parking and additional transport related services	Basic Truck Stop
Exclusive Truck Stop	A facility that provides the basic amenities to enable drivers to rest. These can include ablution facilities, washrooms, dedicated sleep areas and food services.	Trucking facility/Formal truck stop

Source : Rest and Service Facilities Policy (SANRAL)

	Max size of the ancillary facilities (m²)			
	Convenience store	Other ancillary services (restaurants, drive- through's etc.)	Car wash	Total GLA
RSF (Rural)	150	200	5 hand wash bays/1 automated wash bay	350
RSF (Urban)	250	250	5 hand wash bays/1 automated wash bay	500
Maxi Service Area	250	2000	None	2500
Exclusive Truck Stop.	250	2750	Dependent on size of facility and location	3000

Source : Rest and Service Facilities Policy (SANRAL)

Section G: Proposed Development

Section G: Proposed Development - This section examines the physical and design characteristics of the truck stop, including traffic circulation, landscaping, and lighting, ensuring that the development integrates well with its surroundings and meets aesthetic and functional standards.

- G1. Character of surroundings
-
- G2. Access and traffic circulation
-
- G3. Height and scale
-
- G4. Texture and colour
-
- G5. Landscaping
-
- G6. Lighting
-

[*Refer to Note 13](#)

Section H: Traffic Impact Assessment (TIA)

Section H: Traffic Impact Assessment (TIA) - This section details the outcome of a TIA to assess the impact of the truck stop on traffic flow, safety, and road infrastructure, addressing any potential road upgrades or adjustments needed to support increased traffic.

H1. Traffic Impact Assessment (TIA)

Site observations (Traffic Counts)	
Impact of property development on nearby national routes	
Existing traffic flows in the vicinity	
Trip generation for the proposed development	
Traffic flow analysis	
Recommended road upgrades	
Non-motorized transport and public transport	
Access management (compliance with road safety and geometric design standards)	
Parking requirements	

[*Refer to Note 14](#)

Section I: Specialist Studies

Section I: Specialist Studies - This section includes additional studies that may be required, such as Visual Impact Assessments, environmental reports, and social inclusivity evaluations, ensuring a comprehensive review of potential impacts on the environment and community. The complete specialist studies conducted will be included as part of the application pack.

I1. Visual Impact Assessment (if applicable)

Category of expected impacts	
Expected visual impact associated with the proposed development	
Measures/interventions to mitigate any detrimental impacts	

[*Refer to Note 15](#)

I2. Services report (please tick the appropriate box and briefly add details on how the service is provided)

Access and layout configuration	<input type="checkbox"/>	
Stormwater management	<input type="checkbox"/>	
Water supply	<input type="checkbox"/>	
Wastewater management	<input type="checkbox"/>	
Solid waste disposal and recycling	<input type="checkbox"/>	
Electricity supply	<input type="checkbox"/>	

I3. Social Inclusivity and Equity Assessment (please tick the appropriate box and briefly add details on the assessment)

Gender, Employment, Facilities, and Community Engagement	<input type="checkbox"/>	
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I4. Other Assessments (please tick the appropriate box and briefly add details on the assessment)

Heritage assessment (if applicable)	<input type="checkbox"/>	
Biodiversity assessment (if applicable)	<input type="checkbox"/>	
Geohydrological assessment (if applicable)	<input type="checkbox"/>	

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Date of Assessment of Application	
Assessor Name	
Outcome of the Application	
Additional Comments from Assessor	
Signature of Assessor	