

# **RECREATIONAL PERMIT SOLUTION**

## **Department of Forestry, Fisheries and the Environment**

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## 1. INTRODUCTION

This user guide will describe the steps a user must take to register, apply for a recreational fishing permit, make payment, and download the recreational fishing permit on the Recreational Permit solution.

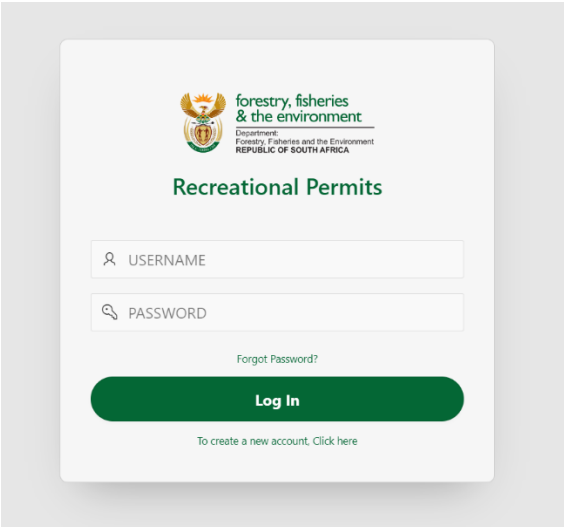
## 2. GETTING STARTED

Before registering as a user on the Recreational Permit solution, all users must have access to an e-mail account.

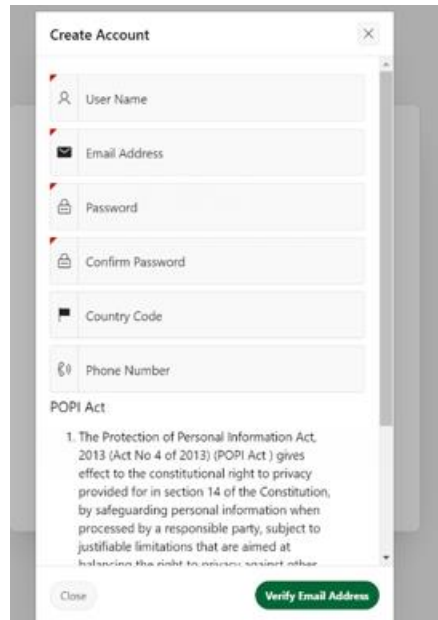
## 3. USER REGISTRATION

To have access to the Recreational Permit solution a user needs to register. Below are the steps to register a new user account:

1. In the web browser, enter the website address <https://www.fishing.dffe.gov.za>
2. Click on **“To create a new account, Click here”** link.

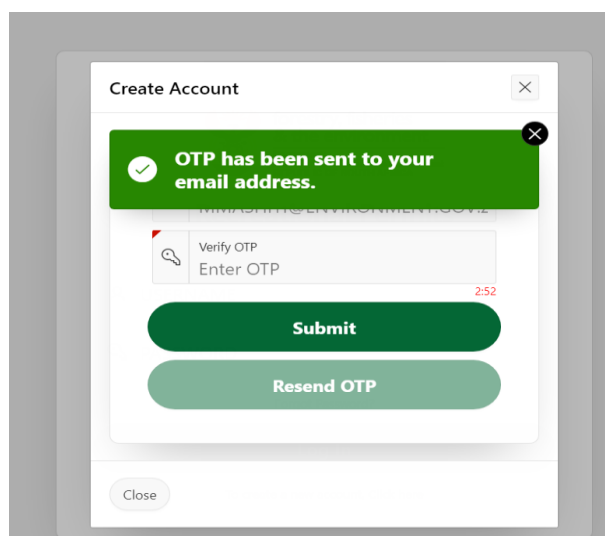
The image shows a login interface for 'Recreational Permits'. At the top, there is a logo for the Department of Forestry, Fisheries and the Environment, Republic of South Africa. Below the logo, the text 'Recreational Permits' is displayed in green. There are two input fields: 'USERNAME' and 'PASSWORD', each with a small icon to its left. Below the password field is a link that says 'Forgot Password?'. A large green button with the text 'Log In' is positioned below the input fields. At the bottom of the form, there is a link that says 'To create a new account, Click here'.

3. The pop-up screen below will be displayed.



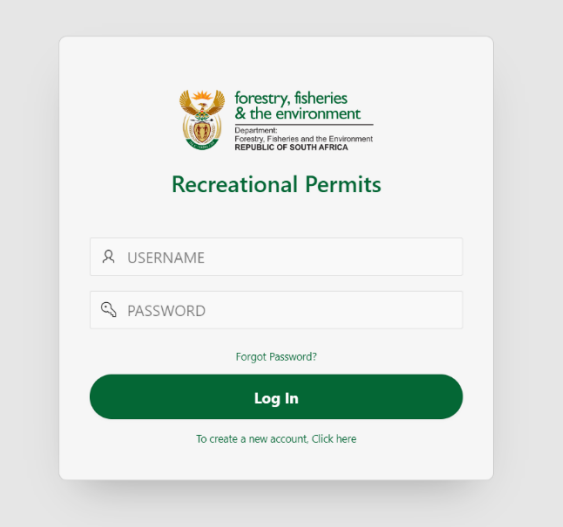
The image shows a 'Create Account' pop-up screen. It contains several input fields: 'User Name', 'Email Address', 'Password', 'Confirm Password', 'Country Code', and 'Phone Number'. Below these fields is a section titled 'POPI Act' with a paragraph of text. At the bottom, there are two buttons: 'Close' and 'Verify Email Address'.

4. Enter the mandatory fields (Username, Email address, Password, Confirm password).
5. The user must read the Terms and Conditions and if in agreement, click on the **“Verify Email Address”** button.
6. A one-time-pin (‘OTP’) will be sent to the user’s entered email address.
7. The pop-up screen below will be displayed.



The image shows an 'OTP verification' pop-up screen. At the top, there is a green banner with a checkmark icon and the text 'OTP has been sent to your email address.' Below this, there is a 'Verify OTP' section with a text input field labeled 'Enter OTP' and a red timer '2:52'. At the bottom, there are two buttons: 'Submit' and 'Resend OTP'. A 'Close' button is located at the very bottom of the screen.

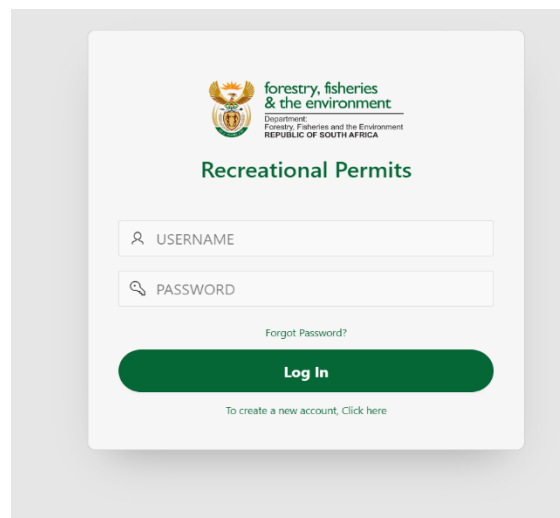
8. Enter the OTP in the Verify OTP text box from the email that was sent to your email address. Check email in **“Inbox/Spam/Junk”**.
9. Click the **“Submit”** button.
10. You should then be re-directed to the login page where you can enter your registered account credentials.

The image shows a login page for 'Recreational Permits'. At the top, there is a logo for the 'Department: Forestry, Fisheries and the Environment, REPUBLIC OF SOUTH AFRICA'. Below the logo, the title 'Recreational Permits' is displayed. The login form consists of two input fields: 'USERNAME' and 'PASSWORD', each with a magnifying glass icon on the left. Below the password field is a link that says 'Forgot Password?'. A large green button labeled 'Log In' is positioned below the links. At the bottom of the form, there is a link that says 'To create a new account. Click here'.

## 4. ACCESSING THE SOLUTION

Below are the steps to access the Recreational Permit solution:

1. Once the user has registered, they will be able to access the Recreational Permit solution. In the web browser, enter the website address <https://www.fishing.dffe.gov.za>
2. The Login page will be displayed.
3. To log into the system, enter your registered Username in the username text box.
4. Enter your registered Password in the password text box.



The login page features the Department of Forestry, Fisheries and the Environment logo at the top. Below the logo, the title "Recreational Permits" is displayed. There are two input fields: "USERNAME" and "PASSWORD". A "Forgot Password?" link is located below the password field. A large green "Log In" button is centered at the bottom. Below the button, a link says "To create a new account, Click here".

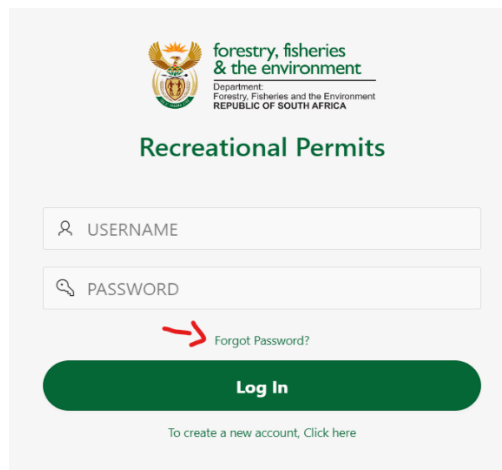
5. Click on the “Log In” button and the Home Page screen will be displayed.

Recreational Permit												
akbar												
Recreational Permit Details												
<div> <div>Search...</div> <div> <div>Status</div> <div> <input type="checkbox"/> Draft (3)           <input type="checkbox"/> Payment Completed (3)         </div> </div> <div> <div>Permit Period</div> <div> <input type="checkbox"/> Annual (3)           <input type="checkbox"/> Monthly (3)         </div> </div> <div> <div>Permit No</div> <div>- Select -</div> </div> </div> <div>Identity No</div>												
View/Edit	Application No	First Name	Identity No	Passport No	Permit No	Permit Period	Permit Start Date	Permit End Date	Application Fee	Permit Amount	Total Amount	Status
	131	Akbar	1	weds	293	Monthly	09/25/2023	10/25/2023	8	45	53	Draft
	126	Karthik	2341234	P123123	286	Annual	09/22/2023	09/21/2024	7	156	163	Draft
	126	Preethi	1218873223	P12313	290	Annual	09/22/2023	09/21/2024	7	261	268	Draft
	128	Test		TEST	292	Annual	09/26/2023	09/25/2024	7	328	335	Payment Completed
	124	Akbar	1		284	Monthly	09/21/2023	10/21/2023	8	95	103	Payment Completed
	125	Karthik	183535272833	P12312	285	Monthly	09/21/2023	10/21/2023	8	192	200	Payment Completed

## 5. FORGOT PASSWORD

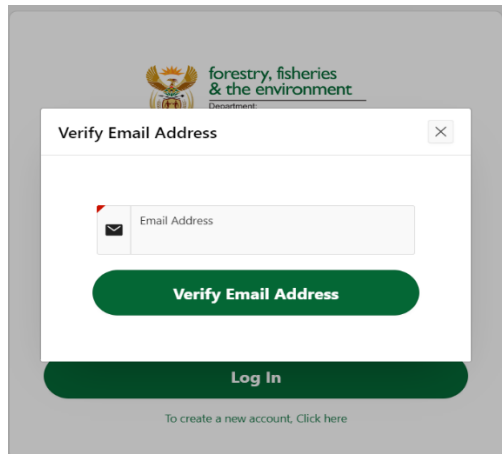
The user will be able to change their password through this function.

1. The **“Forgot Password?”** link can be found above the Log In button.



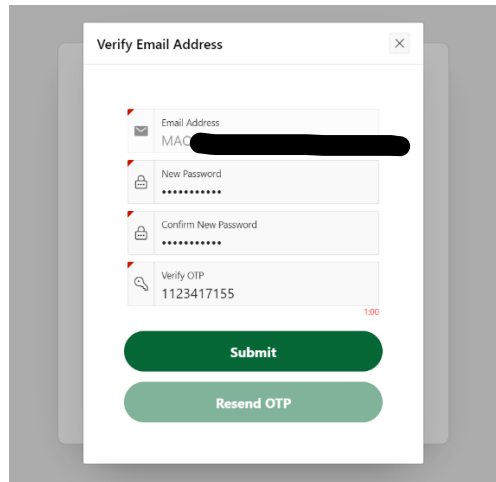
The screenshot shows the 'Recreational Permits' login page. At the top is the logo for 'forestry, fisheries & the environment' with the text 'Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA'. Below the logo is the title 'Recreational Permits'. There are two input fields: 'USERNAME' and 'PASSWORD'. Below the 'PASSWORD' field is a red arrow pointing to the 'Forgot Password?' link. Below the link is a green 'Log In' button. At the bottom, there is a link that says 'To create a new account, Click here'.

2. Click the **“Forgot Password?”** link.
3. The Verify Email Address pop-up screen will be displayed.



The screenshot shows a 'Verify Email Address' pop-up screen. The pop-up has a title bar with a close button. Inside, there is an 'Email Address' input field with an email icon. Below the input field is a green 'Verify Email Address' button. Below the button is a green 'Log In' button. At the bottom, there is a link that says 'To create a new account, Click here'.

4. Enter your registered email address in the Email Address text box.
5. Click on the **“Verify Email Address”** button. An OTP will be sent to your email address. Check email in **“Inbox/Spam/Junk”**.
6. Enter a new password in the New Password text box and re-type the password in the Confirm Password text box. Also enter the OTP that was sent to your email address in the Verify OTP text box.

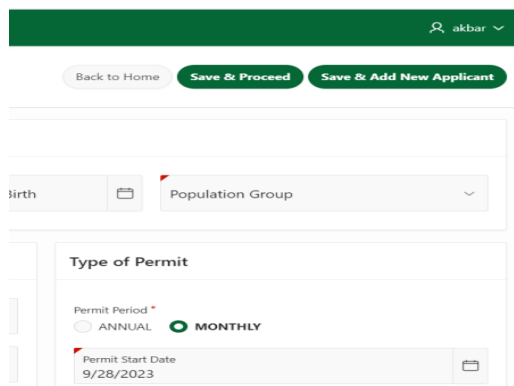
A screenshot of a 'Verify Email Address' pop-up window. It contains four input fields: 'Email Address' with the text 'MAC' followed by a black redaction bar, 'New Password' with masked characters, 'Confirm New Password' with masked characters, and 'Verify OTP' with the text '1123417155'. Below the fields are two buttons: a green 'Submit' button and a light green 'Resend OTP' button. A small red '1:00' timer is visible next to the OTP field.

7. Click the **“Submit”** button.
8. A pop-up message will appear that your password was changed successfully, and you will be directed to the Login page.

## 6. LOGOUT

The user will be able to logout of the Recreational Permit solution.

1. Click on your name that is displayed on the top right-hand side of the page (shown below).

A screenshot of a user profile dropdown menu. The top bar is green with a user icon and the name 'akbar'. Below it are three buttons: 'Back to Home', 'Save & Proceed', and 'Save & Add New Applicant'. The dropdown menu is open, showing a 'birth' field, a 'Population Group' dropdown, and a 'Type of Permit' section. The 'Type of Permit' section has a 'Permit Period' with radio buttons for 'ANNUAL' and 'MONTHLY' (selected). Below that is a 'Permit Start Date' field with the date '9/28/2023' and a calendar icon.

2. A Sign Out pop-up will be displayed.
3. Click on the **“Sign Out”** button.
4. The solution will be re-directed to the Login page.



## 7. PERMIT APPLICATION

To apply for a recreational fishing permit, the user must login to the **Recreational Permit** solution (see section 4 regarding the Login process).

### 7.1 USER BEING THE APPLICANT

After the user have login onto the solution, the following page will be displayed.

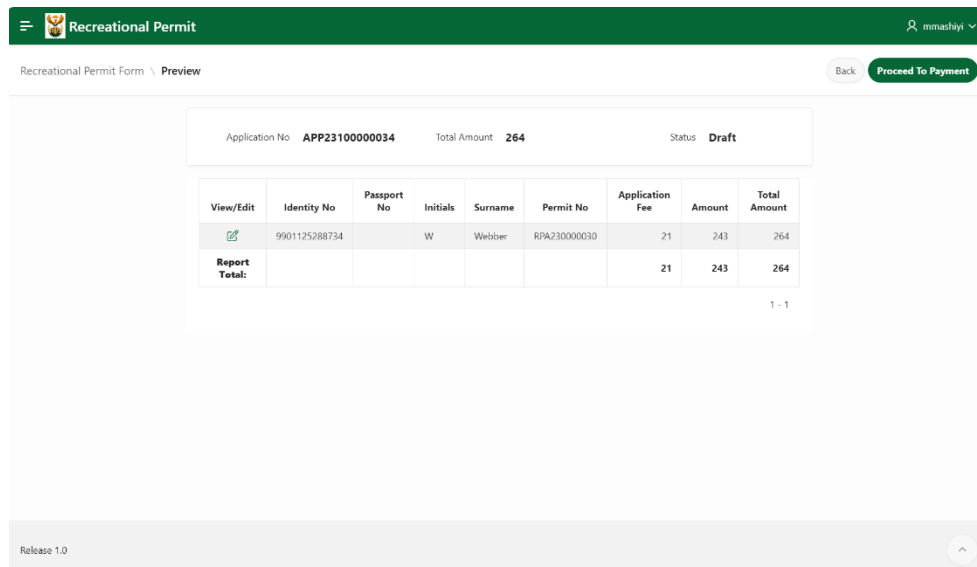
View/Edit	Application No	First Name	Identity No	Passport No	Permit No	Permit Period	Permit Start Date	Permit End Date	Application Fee	Permit Amount
	APP23100000017	Yonga	9912066543099		RPM2300000019	Monthly	10/04/2023	11/03/2023	14	95
	APP23100000005	Johnson	9902044482099		RPA2300000008	Annual	10/02/2023	10/01/2024	28	328
	APP23100000006	Tammy	8018874637478		RPA2300000009	Annual	10/02/2023	10/01/2024	7	87

1. To create a recreational fishing permit, the user will click on the **“New Application”** button. The below page will be displayed.

2. The user will be required to capture the information that is mandatory (Title, Initials, First Name, Surname, Gender, Date of Birth, Population group, Identity

Number or Passport Number, Employed (Y/N), City, Postal code, Cellphone number, Permit Period (Annual or Monthly), Permit Start Date, Permits (types of activities) on the page.

3. The user must click on the **“Save & Proceed”** button to proceed to make a payment.
4. After clicking on **Save & Proceed**, the below page will be displayed to indicate the fees that are charged and the total amount that must be paid.



Recreational Permit Form \ Preview

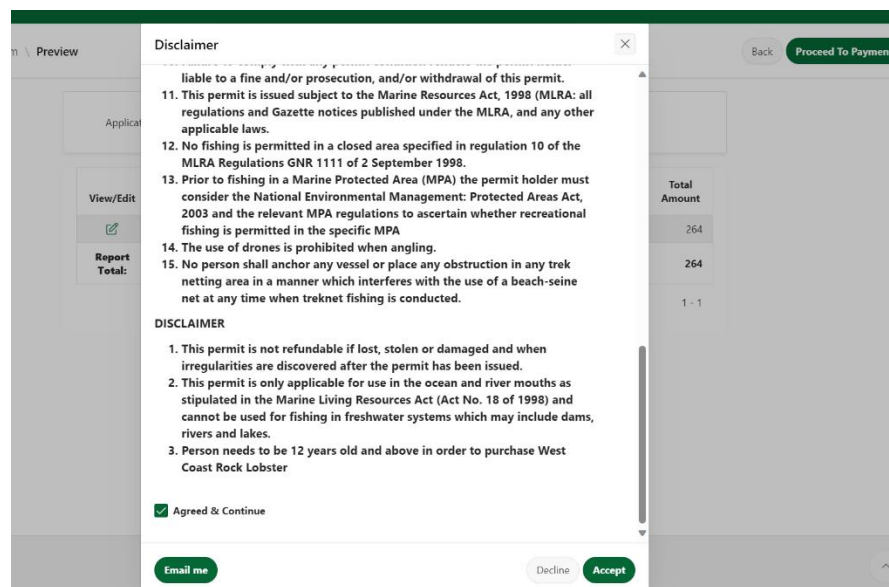
Application No **APP2310000034** Total Amount **264** Status **Draft**

View/Edit	Identity No	Passport No	Initials	Surname	Permit No	Application Fee	Amount	Total Amount
	9901125288734		W	Webber	RPA230000030	21	243	264
<b>Report Total:</b>						21	243	264

1 - 1

Release 1.0

5. After clicking on the **“Proceed To Payment”** button, the solution will display the Terms and Conditions pop-up screen. After reading the user must click on the **“Agreed and Continue”** check box and click on the **“Accept”** button.



Disclaimer

liable to a fine and/or prosecution, and/or withdrawal of this permit.

11. This permit is issued subject to the Marine Resources Act, 1998 (MLRA: all regulations and Gazette notices published under the MLRA, and any other applicable laws.
12. No fishing is permitted in a closed area specified in regulation 10 of the MLRA Regulations GNR 1111 of 2 September 1998.
13. Prior to fishing in a Marine Protected Area (MPA) the permit holder must consider the National Environmental Management: Protected Areas Act, 2003 and the relevant MPA regulations to ascertain whether recreational fishing is permitted in the specific MPA
14. The use of drones is prohibited when angling.
15. No person shall anchor any vessel or place any obstruction in any trek netting area in a manner which interferes with the use of a beach-seine net at any time when treknet fishing is conducted.

**DISCLAIMER**

1. This permit is not refundable if lost, stolen or damaged and when irregularities are discovered after the permit has been issued.
2. This permit is only applicable for use in the ocean and river mouths as stipulated in the Marine Living Resources Act (Act No. 18 of 1998) and cannot be used for fishing in freshwater systems which may include dams, rivers and lakes.
3. Person needs to be 12 years old and above in order to purchase West Coast Rock Lobster

☒ Agreed & Continue

Email me Decline Accept

- The user must click on the **“Pay Now”** button to start the payment process and will be directed to the FNB Payment details page. The below page will be displayed.

Payment Details:

Merchant: Marlen Econm JHB GP ZA  
Description: APP23100000034  
Merchant Order Number: R2.64  
Outstanding Amount: R2.64

Please capture your card details below:

Name on card: Mr J Card  
Card number: 4434567890123456  
Expiry month: MM  
Expiry year: YYYY  
Security code: CVC / CVV  
Remember my card: ☐

Pay now Cancel

- The user must complete the mandatory fields: Name on card, Card number, Expiry month, Expiry year, indicate Straight or Budget, Security code and select the option to Remember my card. The user must click on the **“Pay now”** button.
- When the payment was successful, the below page will be displayed:

Recreational Permit Form \ Preview

Application No: 134 Total Amount: 108 Status: Payment Completed

View/Edit	Identity No	Passport No	Initials	Surname	Permit No	Application Fee	Amount	Total Amount	Download Permit
	1231233123		S	Senthilmurugan	300	8	100	108	
<b>Report Total:</b>						8	100	108	


Release 1.0

- The user must download the recreational fishing permit by clicking on the last field in the row that contains the user’s recreational fishing permit (the button below the Download Permit column heading).

10. The recreational fishing permit holder must have a copy of the permit when participating in recreational fishing activities.


Download Permit
×

Download


**forestry, fisheries  
& the environment**  
Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

Recreational Permit

<b>Application No</b>	128	<b>Permit No</b>	292	<b>ID or Passport No</b>	TEST
<b>Initials</b>	TET	<b>Surname</b>	TEST	<b>Date of Birth</b>	21/09/2023
<b>Permit Period</b>	ANNUAL	<b>Permit Validity</b>	26/09/2023 to 25/09/2024		
<b>Permit Type</b>	Angling, East Coast Rock Lobster, Oyster (25 oysters only in KZN), Scuba Diving in MPA's				



NOTE:

- In KwaZulu-Natal the following activities no longer require a separate permit from KZN Nature Conservation Service: use of a drag net or hoop net, fishing for Sand Prawn, Mussel, Oyster, Octopus or Mole Crab. When these activities are conducted in KwaZulu-Natal, this national permit issued by the South African Post Office is valid and options 11, 12, 13 and/or 14 above apply; whichever is indicated upon purchase of the permit.
- No more than 10kg Aquatic Plants and 10 Aquarium Fish shall be collected per day.

GENERAL PERMIT CONDITIONS

- Fish caught in terms of this permit and fish products thereof is strictly not for sale.
- This permit is valid for a period of one month from the date of issue in the case of a monthly and in the case of an annual permit, one year from the date of issue, except for, East Coast Rock Lobster and West Coast Rock Lobster permits, which are only valid from the date of issue until the day preceding the respective closed seasons. The aforementioned two permits also expire when the catch return has been completed in full (40 entries), in which case a new permit may then be obtained by following the application procedure.
- Under no circumstances shall the validity of this permit be extended.
- No permit is valid during such closed seasons as stipulated from time to time in the regulations and notices promulgated under the Marine Living Resources Act, 1998.
- Daily catches as stipulated in the regulations shall not be exceeded, including by means of taking out more than one permit at the same time.
- Fish caught or collected in terms of this permit may not be sold, bartered, donated or traded.
- This permit is not transferable.
- This permit is valid only if the signature and identity number (or passport number - foreign visitor only) of the permit holder have been inscribed thereon in indelible ink and if the official receipt, as issued by the South African Post Office, is attached to this permit.
- This permit and the identity document / South African drivers' licence (or passport - foreign visitor only) of the permit holder must be available for inspection purposes at the time and location where the activity in respect of which the permit has been issued, is exercised.
- The catch return on the reverse hereof must be completed punctually and in full in indelible ink before and immediately after each rock lobster fishing effort. Only one catch return entry per line is permitted.
- Failure to comply with any permit condition renders the permit holder liable to a fine and/or prosecution, and/or withdrawal of this permit.
- This permit is issued subject to the Marine Resources Act, 1998 (MLRA: all regulations and Gazette notices published under the MLRA, and any other applicable

## 7.2 APPLYING FOR ADDITIONAL PERMITS

To apply for additional recreational fishing permits, the user can click on the **“Save & Add New Applicant”** the top right to create another recreational fishing permit. Follow the same steps as described above.

The screenshot displays the 'Recreational Permit Form' interface. At the top, a green header bar contains the 'Recreational Permit' logo and a user profile icon labeled 'mmahdy'. Below the header, the form title 'Recreational Permit Form' is centered, with navigation buttons 'Back to Home', 'Save & Proceed', and 'Save & Add New Applicant' on the right. The form is organized into three main sections: 'Personal', 'Identity', and 'Type of Permit'. The 'Personal' section includes fields for Title (a dropdown menu), Initials, First Name, Surname, Gender (a dropdown menu), Date Of Birth (a date picker), and Population Group (a dropdown menu). The 'Identity' section contains fields for Identity No and Passport No, along with an 'Employed' status section featuring radio buttons for 'No' and 'Yes'. The 'Address' section is divided into two columns: the left column has fields for Street Name, Suburb, and Postal Code; the right column has fields for Street No, City, and Cellphone. The 'Type of Permit' section includes a 'Permit Period' section with radio buttons for 'ANNUAL' and 'MONTHLY' (which is selected), a 'Permit Start Date' field with a date picker, and a 'Permits' section with several checkboxes: 'Additional fee per vessel for recreational fishing from such vessel', 'Angling', 'Marine Aquarium', 'Molluscs which excludes Abalone, but including Octopus and Squid, Worms and other Invertebrates and Aquatic Plants', 'Mud Crab', 'Scuba Diving in MPA's', 'Spear fishing', and 'Use of Cast or Throw Nets'.

## 8. CHANGING SAVED APPLICATION FROM MONTHLY TO ANNUAL OR VICE VERSA

It is not possible to change a save application from one period to other (Monthly to Annual or Vice Versa). Delete the application using “**Delete**” option and create a new application using a “**New Application**” with the correct Permit Period.

[Back to Home](#)

[Delete](#)

[Manage Applicant](#)

[Preview](#)

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## 9. ASSISTANCE/HELPDESK

If the user has any queries or require any assistance, the user can contact the departmental helpdesk on **EPEnquiries@dffe.gov.za**.