

**SPECIAL ISSUE**

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LEGAL NOTICE NO. 10

**THE NAIROBI CITY COUNTY TRANSPORT ACT**

(No. 3 of 2020)

**THE NAIROBI CITY COUNTY (PERMIT TO OPERATE PUBLIC TRANSPORT SERVICE) REGULATIONS, 2025**

*Regulation*

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## THE NAIROBI CITY COUNTY TRANSPORT ACT, 2020

(No 3 of 2020)

IN EXERCISE of the powers conferred by section 68 (a) of the Nairobi City County Transport Act 2020, the County Executive Committee member for the time being responsible for matters relating to Roads makes the following Regulations—

## THE NAIROBI CITY COUNTY (PERMIT TO OPERATE PUBLIC TRANSPORT SERVICE) REGULATIONS, 2025

## PART I—PRELIMINARY

*Citation*

1. These Regulations may be cited as the Nairobi City County (Permit to Operate Public Transport Service) Regulations, 2025 and shall come into operation on the date of publication.

*Application*

2. These Regulations apply to all operators providing public transport services within Nairobi City County.

*Interpretation*

3. In these Regulations, unless the context otherwise requires—

“Act” means the Nairobi City County Transport Act, 2020 (No. 3 of 2020);

“Authority” means the National Transport and Safety Authority;

“Authorised officer” means a public officer in the service of the Nairobi City County Government who is designated in writing by the County Executive Committee Member to perform any function or exercise any power under these Regulations;

“Bus Route Network” means the gazetted plan issued by the County Executive Committee Member, specifying and delineating the approved public service vehicle routes within the County.

“Central Business District” means the area bounded by Haile Selassie Avenue, Ring Road, Nairobi River, Kipande Road, Thika Road, and Uhuru Highway;

“Chief Officer” means the Chief Officer for the time being responsible for Transport within the Nairobi City County;

“County” means the Nairobi City County;

“County Executive Committee Member” means the County Executive Committee Member for the time being responsible for matters relating to Transport;

“Director” means the Director for the time being responsible for Transport in the Nairobi City County;

“Footway” means any portion of a road reserved, constructed or designated for pedestrian use, including sidewalks and footpaths, whether paved or unpaved;

“Operator” means a sacco or company authorized by the National Transport and Safety Authority to provide public transport services;

“Permit” shall have the meaning assigned to it under the Act;

“Public road” shall have the meaning assigned to it in the Act;

“Public transport” shall have the meaning assigned to it under the Act;

“Public service vehicle” has the meaning assigned to it under the Act, and does not include any vehicle designated as a Bus Rapid Transit Vehicle;

“Road” includes the carriageway, footways, verges, drains, signs, markings and all land and structures within the road reserve; and other words and expressions used in these Regulations shall have the meaning assigned to it in the Act.

#### *Objects and Purpose*

4. The purpose of these Regulations is to provide for the procedure for granting permits to public transport operators within Nairobi City County, and for connected purposes. The objects of these Regulations are to—

- (a) establish a structured, efficient, and orderly public transport system within the County;
- (b) provide a legal framework for the regulation, control, and management of public transport services;
- (c) ensure co-ordination of public transport operations with county transport planning, including the gazetted Bus Route Network;
- (d) manage route capacities to minimize congestion and enhance service efficiency;
- (e) safeguard the interests of existing operators while facilitating structured sector growth; and
- (f) promote certainty, transparency, and accountability in the application and issuance of public transport operating permits.

### PART II—OPERATIONAL STANDARDS

#### *Permit to Operate a PSV*

5. (1) No operator shall operate a public service vehicle unless a valid permit has been obtained from the County Government.

(2) A permit is required for every operator operating in the County.

(3) Any application for operating permit must be accompanied by the no. of vehicles and capacities.

(4) The CEC to publish guidelines and requirements for application of the permit.

#### *RSL Applications*

6. No person shall apply for a route service licence from the National Transport and Safety Authority unless an operating permit has first been granted by the County.

#### *Authority to limit no. of operating permits*

7. (1) The County Executive Committee Member may impose a limit on the number of operating permits issued for any route.

(2) In determining any such limit, the County Executive Committee Member shall be guided by route capacity demand and the need to minimize congestion on the affected public service route.

#### *Application for Operating Permit*

8. (1) An operator seeking an operating permit for a public service vehicle shall submit an application to the Directorate.

(2) The application shall be on a form prescribed by the County Executive Committee (CEC) Member and accompanied by the applicable fee as determined under the County Finance Act.

(3) The Directorate shall review the application and prepare a technical report for submission to the Chief Officer.

(4) The Chief Officer shall, upon receipt of the technical report, approve or reject the application in writing within thirty (30) working days, and in the event of rejection, shall provide reasons in writing.

(5) An application form must be submitted to the Directorate at least two (2) calendar months before the intended effective date of the permit.

#### *Issuance of Operating Permits*

9. (1) Upon approval of an application in accordance with these regulations and on payment of the operating permit fee as stipulated by the County, the Chief Officer shall issue an operating permit in the form set out in the First Schedule.

(2) The duration of an operating permit shall be as follows—

(a) one (1) year for public service vehicles operating outside the gazetted Bus Route Network; provided that such operators shall transition to operating within the gazetted Bus Route Network within five (5) years from the date of issuance;

(b) five (5) years for public service vehicles operating under the gazetted Bus Route Network conditions.

(3) An operating permit shall specify conditions including, but not limited to—

(a) The designated route for which the permit is issued.

#### *Technical Committee*

10. (1) The County Executive Committee Member (CEC) shall establish an *ad hoc* technical committee to vet and advise on applications for the issuance or renewal of operating permits.

(2) The *ad hoc* technical committee shall prepare a technical report on each application and submit it to the Chief Officer.

(3) The Chief Officer, on consideration of the technical report, shall approve or refuse the issuance or renewal of the operating permit in writing.

(4) The Chief Officer may refuse to issue or renew a permit where—

(a) the applicant has been declared bankrupt;

(b) the public service vehicle to which the application relates is not licensed under Part XI of the Traffic Act;

- (c) the route capacity demand has already been met;
- (d) the addition of a new operator would negatively affect existing operators;
- (e) the existing infrastructure is inadequate to support additional operators; or
- (f) the requested route is not part of the designated Bus Route Network.

**Display of Permits**

11. A copy of the operating permit issued under these Regulations shall be displayed in a prominent and conspicuous place on every public service vehicle operating under that permit.

**Variation of number of vehicles in a route**

12. Any operator shall be allowed to vary the number of vehicles up to a variance of 10% of the authorised route capacity. Any variation beyond 10% must be authorised by the CEC.

**Publishing of Capacity Demands**

13. The County Executive Committee Member shall, on an annual basis, publish the capacity demand for each route. In the event that such publication is not made, the population growth rate shall be used to calculate the demand

**Offences and Penalties**

14. A person who contravenes any provision of these Regulations commits an offence and is liable, on conviction, to a fine not exceeding ten thousand shillings, or to imprisonment for a term not exceeding six months, or to both.

Information		Field
14. A person who contravenes any provision of these Regulations commits an offence and is liable, on conviction, to a fine not exceeding ten thousand shillings, or to imprisonment for a term not exceeding six months, or to both.		Name
		Company/Seco Registration No. [BNC010]
		NTSA Seco/Company Code [Code]
		KRA PIN [XXXXXXXXXX]
		Proposed route [XXXXXXXXXX]
[Designation]	[Name 1]	Contact Person(s)
[Designation]	[Name 2]	
[Designation 3]	[Name 3]	
	Company telephone numbers	Contact
	Company telephone numbers	
	Company telephone numbers	
	[Name 1]	
	[Name 2]	
	[Name 3]	

## SCHEDULES

## SCHEDULE ONE

## NAIROBI CITY COUNTY OVERNMENT

## Mobility and Works

City Hall, P.O. Box 30075 – 00100, Nairobi

Tel: [County Office Number]

Email: [official email]

## COMPANY PUBLIC SERVICE VEHICLE (PSV) OPERATING PERMIT

(Issued Under part IV of the Nairobi City County Transport Act)

Permit No.: NCCG-MOB/PSV/CP-[XXXX]/[Year]

Date of Issue: [DD/MM/YYYY]

## 1. COMPANY DETAILS

Field	Information	
Registered Company/Sacco Name	[Name of Sacco/Company]	
Company/Sacco Registration No.	[BN/CO/No.]	
NTSA Sacco/Company Code	[Code]	
KRA PIN	[XXXXXXXXXX]	
Proposed route	[XXXXXXXXXX]	
Contact Person(s)	[Name 1]	[Designation1]
	[Name 2]	[Designation2]
	[Name 3]	[Designation 3]
Contact	Company telephone numbers	
	Company telephone numbers	
	Company telephone numbers	
	[Name 1]	
	[Name 2]	
	[Name 3]	

Field	Information
Physical Address	[Building, Street, Area]
Postal Address	P.O. Box [Number], Nairobi 00100
Official Email	[company@email.com]
Mode of fare collection	[Manual]
	[App based]
	[both]

**2. AUTHORIZED FLEET OPERATIONS**

The Nairobi City County Government authorizes [XXXX company/Sacco] to operate as passenger Public Service provider within the county with the attached fleet of vehicles. [attach list of vehicles]

**3. PERMIT TERMS AND CONDITIONS**

This permit is issued under the authority of Nairobi City County Transport and Mobility sector and is subject to the following—

1. All vehicles must comply with NTSA Act (Cap 404), Traffic Act,(Cap 403) and Nairobi County Transport act.
2. The designated terminal for operations will be at [insert location] and will utilise the space [insert GPS location] (for those on the road carriage way insert abutting building name and attach a photo)
3. Vehicles must display—
  - (a) authorized Nairobi County PSV Sticker;
  - (b) monthly access sticker [seasonal ticket];
  - (c) company/Sacco name and code;
  - (d) route map, name/number and stage information;
  - (e) fares for that route.
4. vehicles must meet county standards for—
  - (a) cleanliness;
  - (b) safety equipment;
  - (c) noise and emissions control.
5. This permit is non-transferable and may be suspended or revoked for non-compliance of the permit holder obligations under clause 4.

6. Unauthorized route changes, touting, or obstruction of county officers is prohibited.

7. The chief officer reserves the right to relocate and reassign designated areas owing to infrastructure improvements, safety, security and enhancement of traffic management.

#### 4. OBLIGATIONS OF THE PERMIT HOLDER

The company /Sacco shall have the following obligations—

1. Payment of applicable County fees and charges.
2. That they shall not operate without a valid permit issued by the county.
3. That they shall only operate on designated routes and pick passengers from designated areas.
4. Share with the county operation data including bus management system, queue system, passenger information system, complaint redress mechanisms and fare collection system to the extent it enables the county better manage the public transport.
5. That excess vehicles than those permitted in this permit shall be reported to the county Chief Officer in charge of transport.
6. That the company shall have a holding ground for their vehicles.
7. That they shall not operate from walkways and road shoulders.
8. Ensuring orderly crew conduct.

#### 5. VALIDITY OF PERMIT

Valid From: [DD/MM/YYYY]

Valid Until: [DD/MM/YYYY]

Renewal must be done on or before the expiry date to the chief officer in charge of transport Nairobi City County.

#### 6. DECLARATION

I, the undersigned, hereby declare that I have read, understood, and agreed to the terms and implications of the permit, the Nairobi County Transport Act and Regulations and that the county is reserves the right to vary these conditions without incurring any liability

Name: \_\_\_\_\_

Position: [insert name of the person signing and attach power of attorney]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

7. ISSUING AUTHORITY

<b>Technical assessment</b>	<b>Approved by</b>
Name: _____	Name: _____
Position: Director of Transport	Position: Chief Officer—Mobility
Signature: _____	Signature: _____
Date: _____	Date: _____

Official Nairobi County Stamp and Seal

Made on the 11th December 2025.

**IBRAHIM NYANGOYA AUMA,**  
*County Executive Committee Member Mobility and Public Works.*





