

Evidence .....

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Legal basis .....

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Proposed solutions .....

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**General submissions can be forwarded to**

**In writing, to the following address**  
The Secretary, Western Cape Provincial Parliament  
PO Box 648, Cape Town, 8000

**Hand delivered**  
Western Cape Provincial Parliament Reception,  
7 Wale Street, Cape Town, 8001

**Electronically:** [www.wcpp.gov.za](http://www.wcpp.gov.za)

**Submissions on a Bill**  
Submissions on a Bill that was advertised in the media must be forwarded to the address specified in the advertisement. Should you wish to make a verbal submission on the Bill, you must similarly use the contact details as it appears in the advertisement.

**Specific submissions**  
Should you wish to make a verbal submission on a specific matter, you must inform the Secretary of your intention to do so.

WESTERN CAPE  
PROVINCIAL PARLIAMENT



**For further information contact**  
Public Education and Outreach  
Western Cape Provincial Parliament

**Contact details**

7 Wale Street, Cape Town, 8001  
PO Box 648, Cape Town, 8000

**Telephone**  
+27 21 487 1600

**Email**  
[petitions@wcpp.gov.za](mailto:petitions@wcpp.gov.za)

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

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HAVE YOUR SAY!  
HOW TO MAKE  
A SUBMISSION

## What is a submission?

Submissions are verbal or written comments by a person or organisation on proposed law or policy in which concerns or recommendations are made with a view to improve it. The Constitution of the Republic of South Africa, 1996 clearly states that a legislature or any of its committees may receive petitions, representations or SUBMISSIONS from any interested persons or institutions.

## How do you make a submission?

A submission can be made to the Western Cape Provincial Parliament on any matter in general or on a specific matter for which submissions have been invited. Submissions should be made in writing or you should clearly indicate your intention to make an oral submission. It is then referred to the committee for consideration, which also decides whether oral evidence should be heard on the matter.



## What should a submission contain?

When you submit a submission on a proposed law (bill) or a policy matter, it should contain the following information:

- 1. Contact details:** You must identify yourself and provide all your contact details.
- 2. The bill/issue:** You must identify the issue or bill you wish to comment on in a heading.
- 3. Background:** Your submission should contain a short summary of the key issues on the matter raised by you or in the bill which you wish to bring to the Provincial Parliament's attention. This will serve as a background to your submission.
- 4. Substantiate your views:** You must provide more details on the specific issues or concerns around the proposed legislation with which you either agree, disagree, would agree to if it was changed or amended. The same would apply to a policy related matter.
- 5. Evidence:** Depending on the nature of your submission it may assist if you can provide evidence in support of your submission.
- 6. Legal basis:** If you have access to legal resources, you could add some legal facts to bolster your views.
- 7. Your solution:** Add a proposal or a suggested way forward on how to deal with the issue raised by you or your concerns around a bill.

### Details of person submitting submission

Full names .....

Name of group/organisation represented .....

Address .....

Tel (Home).....(Work) .....

(Cell) .....(Fax) .....

Email .....

ID number/NPO registration number .....

### Details of submission

Bill/issue .....

Background .....

Research .....

