

Description of any evidence not in paper form submitted with petition

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Total number of pages appended to this petition

Title and number of pages of annexure to the petitions form

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Assistance required by petitioner to submit this petition

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Declaration of petitioner

By signing this petition or making a mark on this petition, the petitioner declares that

- a. the contents of this petition are true and correct; and
- b. the petition is not a matter-
 - i. pertaining to any matter which forms the basis of a pending petition or a petition that was dealt with previously
 - ii. pending a court;
 - iii. in respect of which a court of law has given a final judgement or made a final ruling; and/or
 - iv. pending before a commission of the inquiry appointed in terms of the Western Cape Provincial Commissions Act, 1998 (Act No 10 of 1998).

Signature of petitioner

Signature of witnesses where petitioner affixed a mark

Witness 1

Witness 2

Date Place

WESTERN CAPE
PROVINCIAL PARLIAMENT



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

Contact details

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PO Box 648, Cape Town, 8000

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petitions@wcpp.gov.za

Website
www.wcpp.gov.za

WESTERN CAPE
PROVINCIAL PARLIAMENT



**HAVE YOUR SAY!
HOW TO SUBMIT
A PETITION**

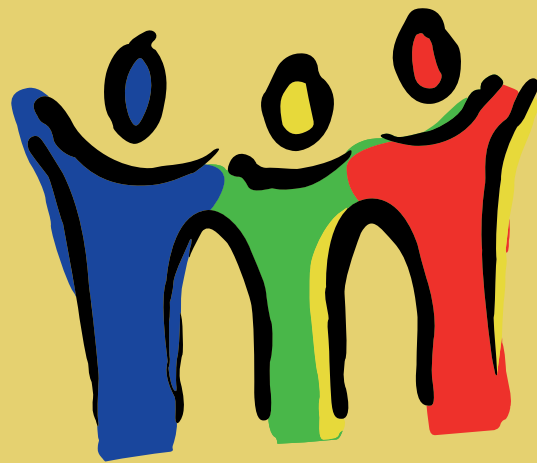
What is a petition?

A petition is an appeal, a formal request, a concern or a complaint addressed by a petitioner to the Petition Committee, and may take the form of:

- a. A single petition, which is an individual submission from a single petitioner concerning a particular request or complaint;
- b. A collective petition, which includes a collection of signatures from a number of petitioners concerning a particular request or complaint;
- c. A group petition, made up of individual or group inputs from a number of petitioners concerning the same or substantially similar request or complaint; or
- d. An association petition, which is an individual or group request from an association or an individual mandated by that association, concerning a particular complaint or request of the association.

Types of petitions

There are generally two types of petitions, namely special petitions and public or general petitions. A special petition is when an individual makes a specific request or asks for personal relief from the State, which is not authorised by law, such as access to a pension. A public petition is when a group of citizens with similar interests request general relief or redress of a grievance.



Formal requirements for petitions

1. A petition must be:

- a. in the form prescribed by the Petitions Regulation;
- b. in one of the official languages of the province;
- c. signed by every petitioner or, if so requested or authorised by the petitioner, by another person on behalf of the petitioner; and
- d. lodged with the Secretary to the Provincial Parliament.

2. A petition must state:

- a. the names and address of every petitioner;
- b. in whose interest the petitioner is acting; and
- c. what avenues, if any, the petitioner has used to try and resolve the matter.

Procedure for submitting a petitions

1. A petition must complete the form, Annexure A, in full as a prerequisite in order to submit his/her petition.
2. A petition must be submitted by:
 - a. registered mail;
 - b. delivered to the Provincial Parliament in the designated box;
 - c. email to the designated email address; or
 - d. completing the E-petitions form on the WCPP website.

3. The form, Annexure A, which must be completed by the petitioner, as contemplated in sub-regulation (1), must be signed by the petitioner or by any other person authorised to act on behalf of the petitioner.

Please note: Petitioners must ensure that all possible avenues have been explored to resolve the complaint before petitions are submitted to the Provincial Parliament.

ANNEXURE A WESTERN CAPE PROVINCIAL PARLIAMENT PETITION FORM Western Cape Petition Act, 2006 (Act 3 of 2006)

Details of petitioner

Full names

Name of person/group the petitioner represents

Address

Tel (Home)(Work)

(Cell)(Fax)

Email

ID number/registration number

Details of petition

The petitioner is required to provide a full description and evidence of the reason for lodging the petition.

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Steps taken by the petitioner to resolve the matter

The petitioner is aware of steps taken to resolve the matter, apart from lodging this petition.

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