

Description of any evidence not in paper form submitted with petition

.....  
.....

Total number of pages appended to this petition .....

Title and number of pages of annexure to the petitions form

.....  
.....

Assistance required by petitioner to submit this petition

.....  
.....

**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**

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

**Telephone**  
+27 21 487 1600

**Email**  
petitions@wcpp.gov.za

**Website**  
www.wcpp.gov.za

WESTERN CAPE  
PROVINCIAL PARLIAMENT



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

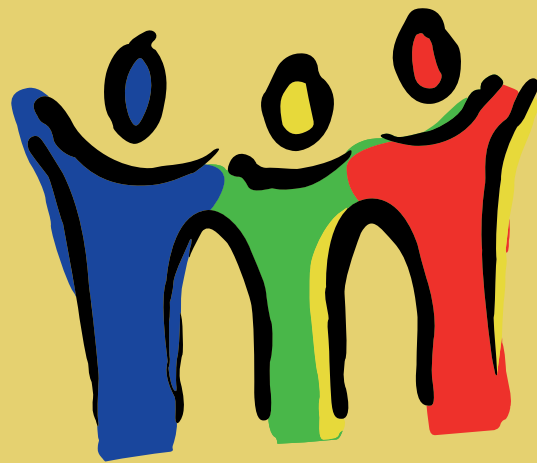
## What is a petition?

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.

#### 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.

