CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer
12 Hertzog Boulevard, Civic Centre, Cape Town, 8001

(Address)

E-mail address: Access2Info.Act@capetown.gov.za

*Mark with an **"X"***

[X] Request is made in my own name [ ] Request is made on behalf of another person

PERSONAL INFORMATION				
Full Names	Redacted			
Identity Number	Redacted			
Capacity in which request is made *(when made on behalf of another person)*				
Postal Address	Redacted			
Street Address	Redacted			
E-mail Address	Redacted			
Contact Numbers	Tel. (B):	Redacted	Facsimile:	
	Cellular:	Redacted		

PERSONAL INFORMATION				
Full names of person on whose behalf request is made *(if applicable):*				
Identity Number				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)*	
Description of record or relevant part of the record:	1) Copy of every comment, objection and/or alternative proposal received by the City in response to the notices dated 2 March, 17 March and 10 April regarding the application by the Pinelands Hockey Club to lease portion of Erf 3138 Pinelands. 2) Copy of the application by Pinelands Hockey Club to lease portion of Erf 3138 Pinelands. 3) A draft of lease agreement that the City proposes to enter into with the Pinelands Hockey Club in respect of portion of Erf 3138. 4) Minutes of every meeting held by the City of Cape Town at which: a) The aforesaid proposed lease was discussed; and/or b) The proposal by the Pinelands Hockey Club to build an astroturf on portion of Erf 3138 was discussed.
Reference number (if available)	
Any further particulars of record	

TYPE OF RECORD *(Mark the applicable box with an "**X**")*	
Record is in written or printed form	X
Record comprises virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	X
Record consists of recorded words or information which can be reproduced in sound	X
Record is held on a computer or in an electronic, or machine-readable form	X

FORM OF ACCESS *(Mark the applicable box with an "**X**")*	
Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)*	
Transcription of soundtrack *(written or printed document)*	
Copy of record on flash drive *(including virtual images and soundtracks)*	
Copy of record on compact disc drive*(including virtual images and soundtracks)*	
Copy of record saved on cloud storage server	X

MANNER OF ACCESS (Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	

MANNER OF ACCESS (Mark the applicable box with an "X")	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	X
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	English/ Afrikaans

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED *If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.*	
Indicate which right is to be exercised or protected	We are owners of one of the properties adjoining the area that the City proposes to lease to the Pinelands Hockey Club. We received direct notification by the City of the proposed lease in acknowledgment of the fact that we are interested and affected parties. The granting of the lease and the resultant development of an astroturf on the land will have a number of direct impacts on our use and enjoyment of our property and our property value, including: we access our property through land that that the City proposes to lease to the PHC, an increase in noise, night light and traffic, environmental concerns, increased likelihood of flooding and likely decrease in property value.
Explain why the record requested is required for the exercise or protection of the aforementioned right:	The public participation process has lacked transparency and interested and affected parties have not been furnished with adequate information to meaningfully engage on the issue. In order to: a. inform further public participation, b. assess the reasonableness and rationality of the administrative actions, and c. if necessary, apply for judicial review of any of the administrative actions, we need to be provided with the requested records. Furthermore, the aforesaid notices of the City state that all responses received will be submitted to the applicant (the Pinelands Hockey Club) for comment. It would be unfair and unbalanced if interested and affected parties were refused the same access to information as is afforded to the applicant.

FEES	
a) A request fee must be paid before the request will be considered. *b) You will be notified of the amount of the access fee to be paid.* *c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.* *d) If you qualify for exemption of the payment of any fee, please state the reason for exemption*	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication *(Please specify)*
		Redacted

Signed at Pinelands this 30 day of May 20 25

Signature of Requester / person on whose behalf request is made

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FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

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Signature of Information Officer

CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

INTERNAL APPEAL FORM

FORM 4

[Regulation 9]

Reference Number: .....

PARTICULARS OF PUBLIC BODY				
Name of Public Body				
Name and Surname of Information Officer:				
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
Is the internal appeal lodged on behalf of another person?	Yes	☐	No	☐
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: *(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)*				
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED ***(If lodged by a third party)***				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				

DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED *(mark the appropriate box with an "X")*	
Refusal of request for access	
Decision regarding fees prescribed in terms of section 22 of the Act	
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	
Decision to grant request for access	

GROUNDS FOR APPEAL *(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)*	
State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication *(Please specify)*

Signed at _____ this _____ day of _____ 20 _____

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Signature of Appellant/Third party

FOR OFFICIAL USE

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: *(state rank, name and surname of Information Officer)*				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:			Yes	☐
			No	☐
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes	☐	New decision *(if not confirmed)*	
	No	☐		
Fees (Sec 22). Confirmed?	Yes	☐	New decision *(if not confirmed)*	
	No	☐		
Extension (Sec 26(1)). Confirmed?	Yes	☐	New decision *(if not confirmed)*	
	No	☐		
Access (Sec 29(3)). Confirmed?	Yes	☐	New decision *(if not confirmed)*	
	No	☐		
Request for access granted. Confirmed?	Yes	☐	New decision *(if not confirmed)*	
	No	☐		

Signed at _____ this _____ day of _____ 20 _____

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Relevant Authority