

GEORGE MUNICIPALITY

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act,2000)
(Act No. 2 of 2000)

[Regulation 6]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by _____
(state rank, name and surname of information officer/deputy information officer) on
_____ (date) at _____ (place).

Request fee (if any) : R.....

Deposit (if any) : R.....

Access fee : R.....

**SIGNATURE OF INFORMATION OFFICER
/ DEPUTY INFORMATION OFFICER**

A. Particulars of public body

The Information Officer / Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below;
- (b) The address and / or fax number in the Republic to which the information is to be sent, must be given;
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____ Fax number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be complete ONLY if a request for information is made on behalf of another person.

Full names and surnames: _____

D. Particulars of record

- (a) 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.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requestor must sign all the additional folios.**

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. FEES

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid;
- (b) You will be notified of the amount required to be paid as the request fee;
- (c) The **fee is 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 for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
_____	_____
_____	_____

Mark the appropriate box with an X

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available;
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed in access will be granted in another forum.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is written on printed form:			
☐	Copy of record	☐	Inspection of record
2. If record consists of visual images – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
☐	view the images	☐	copy of the images
☐		☐	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
☐	listen to the soundtrack (audio cassette)	☐	Transcription of soundtrack* (written or print documents)
4. If record is held on computer or in an electronic or machine-readable form:			
☐	printed copy of record *	☐	Printed copy of information derived from the record *
☐		☐	Copy in computer readable form* (stiffy or compact disc)
If you request a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you			
Postage is payable			
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.			
In which language would you prefer the record? _____			

G. Notice of decision regarding requests for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____ 20____

**SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE**

ANNEXURE C

GEORGE MUNICIPALITY

FEES PRESCRIBED IN TERMS OF SECTION 15(3) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

Fees for records of public body

- | | R |
|---|-------|
| 1. The fee for reproduction is as follows (VAT should be added): | |
| (a) For every photocopy of an A4-size or part thereof | 0,60 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |
| (a) For a copy in a computer-readable form on - | |
| (i) stiffy disc | 5,00 |
| (ii) compact disc | 40,00 |
| (b) (i) For a transcription of visual images, for an A4-size page or part thereof | 22,00 |
| (ii) For a copy of visual images | 60,00 |
| (c) (i) For a transcription of an audio record for an A4-size page or part thereof | 12,00 |
| (ii) For a copy of an audio record | 17,00 |
| 2. The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is <u>R35,00</u> . | |
| 3. The access fee payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows: | |
| | R |
| (a) For every photocopy of an A4-size or part thereof | |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |
| (d) For a copy in a computer-readable form on - | |
| (i) stiffy disc | 5,00 |
| (ii) compact disc | 40,00 |
| (e) (i) For a transcription of visual images, for an A4-size page or part thereof | 22,00 |
| (ii) For a copy of visual images | 60,00 |

- | | | | |
|-----|------|---|-------|
| (f) | (i) | For a transcription of an audio record
for an A4-size page or part thereof | 12,00 |
| | (ii) | For a copy of an audio record | 17,00 |
- (g) To search for a record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.
4. The actual postal fee is payable when a copy of a record must be posted to a requester.
5. For purposes of section 22(2) of the Act the following applies:
- Six hours as the hours to be exceeded before a deposit is payable; and
One third of the access fee is payable as a deposit by the requester.

Notice of internal appeal

Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

Appeal fees

The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R50,00.