

**CONSULTANT: CITY OF CAPE TOWN**

**RE: PAIA MANUAL - ANNEXURES**

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**OPINION**

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**Furnished to: Myburgh Attorneys Incorporated  
12 – 2d Avenue  
Boston  
BELVILLE**

**Attention: Janine Myburgh**

**2 June 2017  
Chambers, Cape Town**

**Michael Osborne**

1. Having previously prepared a *pro forma* Manual for Special Rating Areas (“SRAs”), as contemplated in terms of s. 14 of the Promotion of Access to Information Act, 2 of 2000 (“PAIA”), I am requested to provide the contemplated annexures thereto.
2. The PAIA Manual contemplates three annexures: (1) A map depicting the geographical boundaries of the proposed SRA; (2) a Request Form; and (3) an Access Fee Schedule. The present request pertains only to the latter two annexures.
3. As previously advised, a SRA’s managing body (the “NPC”), constitutes a public body for purposes of PAIA. As such, the Act requires a requestor to submit a request for access to information in accordance with s. 18 of PAIA. The prescribed request form contemplated in s. 18 is provided for in Annexure B of the PAIA Regulations (GNR.187 of 15 February 2002), headed “Form A”, a copy of which (in MS Word format), accompanies this opinion. Prescribed Form A can also be found *via* a hyperlink on the website of the South African Human Rights Commission (the “HRC”), at:  
  

<http://www.sahrc.org.za/home/index0209.html?ipkContentID=28&ipkMenuID=48>
4. As to the *pro forma* access fee schedule, I have prepared a draft schedule, listing the prescribed fees for accessing the records of a public body such as a SRA NPC. The access fee schedule is attached under cover of this opinion.

5. Finally, the City may draw NPCs' attention to the PAIA Guide, issued by the HRC and referred to at para 7.1 of my *pro forma* PAIA Manual, available online at:

<https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

6. I advise accordingly.

**Chambers  
Cape Town**

**Michael Osborne**