**FREE STATE LEGISLATURE**

Address your petition to: The Speaker, Free State Legislature, 41 Charlotte Maxeke Sreet, Bloemfontein,9301

Tel: 051 407 1100, email: [ciskaK@fsl.gov.za](mailto:ciskaK@fsl.gov.za) / [nomsaQ@fsl.gov.za](mailto:nomsaQ@fsl.gov.za)

This form provides for the right to submit a petition to the Provincial Legislature of Free State , as contemplated in section 2 of the Petitions Act No 2 of 2008, to read with section 17 of the Constitution, 1996.

**Name and Surname of the Petitioner(s)/ Group**

**……………………………………………………………………………………………………………............**

**Physical Address**

**…………………………………………………………………………………………………………………….**

**Name of Local Municipality**

**…………………………………………………………………………………………………………………….**

**Statement of complaint (more information can be supplemented by attaching an annexure)**

**……………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………**

**What do you want the Legislature to do?**

**…………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………….**

**Where have you taken your complaint before approaching the Legislature?**

**……………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………**

**Did you have any response from bodies to whom you had taken your matter before? If yes, give the details thereof.**

**………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………….**

**Signature:………………………………. Date:……………………………………….**

**What is a petition?**

A petition is a written request or complaint made by one or more members of the public. It can be a complaint about services provided by government departments or institutions.

**Who can petition the Free State Legislature?**

Any person irrespective of color, race, gender etc, may petition the Legislature.

**How do I know if my matter qualifies as a petition?**

Not all submissions made to the Legislature will be petitions. The Free State Petitions Act No 2 of 2008 defines the scope of issues that may be considered as petitions and those that may not.

**For a matter to be considered as a petition it must:**

* Be a matter within the powers of the Free State Legislature
* Be a matter within the powers of the Provincial government
* Is a matter assigned to a Member of the Executive Council within the Province
* Relate to a Local Government within the Free State Province

**The Free State Legislature may refuse/reject a petition that is:**

* Illegible
* Does not reflect the name and contact address of the petitioner
* Has not been signed by the petitioner
* Concerning a matter pending in court of law
* Originating from a prisoner and is connected to his/her case
* Involving the subject matter that is before a Commission of Inquiry and other relevant bodies.

**The form of a petition**

* A petitioner must submit a petition in writing
* There is a prescribed form designed for petitions, if the space is not enough on the form, the petitioner may use separate sheets of paper to write his/her submissions on
* A petitioner may use his/her preferred official language
* The Committee may allow a petitioner to supplement a written petition with oral submissions

**How do I submit a petition?**

A petition may be submitted to the Petitions Unit in hard copy (by hand or post) or submitted to a Member of the Free State Legislature (MPL).

**Processes to be followed by the Free State Legislature**

The Household Committee on Petitions is responsible for considering all admissible petitions lodged with the Free State Legislature. The Committee may recommend the referral of a petition, in whole or in part, to the Speaker for consideration by any of the following persons or bodies:

* The Legislature
* The Petitions Committee of the Legislature
* Member of the Executive Council of the Province
* The Municipal Council of local government in the province, or an institution supporting constitutional democracy mentioned in Chapter 9 of Act No. 108 of 1996.

**The following should be clearly indicated:**

* The name of the petitioner
* The physical address of the petitioner
* The concerns/ actions and suggestions requested/ proposed by the petitioner