

SECTION 51 MANUAL FOR ALPHA DU CAP GUEST HOUSE & CONFERENCE VENUE

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THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000

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Introduction to Alpha du Cap Guest House and Conference Venue

Alpha du Cap Guest House is operated by 3116 San Lameer CC t/a Alpha du Cap Guest House.

Alpha du Cap Guest House provides accommodation and conferencing facilities to the general public.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [*Section 51(1)(a)*]

3116 San Lameer CC t/a Alpha du Cap Guest House

Members: Katerina Stiefel (Czech Republic) and Johannes Stiefel (Germany)
26 Tritonia Road
Bloubergrant 7441
Cape Town
Western Cape
South Africa

Tel: +27 21 556 3468

Fax: +27 21 556 3469

Email: info@alphaducap.co.za

2. The section 10 Guide on how to use the Act [*Section 51(1)(b)*]

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to:

**The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department**

Postal address: Private Bag 2700
Houghton
2041
Tel: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

- None.

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. Not Applicable

ii. Administration: (subject)

- Licences (categories)
- Correspondence

Human Resources:

1. Staff details
2. Employment contracts
3. Remuneration records

Operations:

- Sales records
- Clients registry

Finances:

- Financial statements
- Annual financial statements
- Assets inventory

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be

made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

Manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette and on the private body's website.