



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

Civic Centre  
12 Hertzog Boulevard  
Cape Town, 8001  
**Enquiries: René Everts**  
Tel: 021 4001 479 / 0800 212 176

E-mail:  
[Petitions.Management@capetown.gov.za](mailto:Petitions.Management@capetown.gov.za) /  
[ReneNancirene.Everts@capetown.gov.za](mailto:ReneNancirene.Everts@capetown.gov.za)

## City of Cape Town – Gatherings

### NOTICE FOR PROCESSION, DEMONSTRATION OR GATHERING IN TERMS OF THE REGULATION OF GATHERINGS ACT NO. 205 OF 1993

#### ORGANISATION

1. The Convener is acting on behalf of: (indicate the full name of the organisation)

Name of organisation: .....

Organisation's Address: .....

.....  
.....  
.....

#### 2. CONVENOR

- 2.1 Name: .....

Identity Number: .....

**Please submit copies of ID documents of Convenor, Deputy Convenor and Chief Marshall**

Physical Home Address: .....

Contact details: .....

E-mail: .....

.....  
.....  
.....

#### DEPUTY CONVENOR

- 2.2 Name: .....

Identity Number: .....

Physical Home Address: .....

Contact details: .....

E-mail: .....

.....  
.....  
.....

#### 3. THE PURPOSE OF THE GATHERING:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

4. **The procession, demonstration or gathering will be held as follows:**

| DATE | TIME | DURATION |
|------|------|----------|
|      |      |          |
|      |      |          |

5. Number of participants to attend the procession, demonstration or gathering: \_\_\_\_\_

6.1 Number of marshals appointed to control the procession, demonstration or gathering \_\_\_\_\_

6.2 Identified by (e.g. red arm bands) \_\_\_\_\_

6.3 The Chief Marshall will be:

Name: .....

Physical Address: .....

Contact details: .....

7. Route of the procession, demonstration or gathering:

.....  
 .....  
 .....  
 .....

8. Venue for the procession, demonstration or gathering (name of place)

.....  
 .....

8.1 The participants will assemble at (time) \_\_\_\_\_ at (place) \_\_\_\_\_

The procession, demonstration or gathering will commence at approximately (time) \_\_\_\_\_ from (place)

8.2 \_\_\_\_\_ and the participants will disperse by no later than (time)  
 \_\_\_\_\_

Mode of transport to the place of assembly: \_\_\_\_\_ and

8.3 Mode of transport from the point of dispersal: \_\_\_\_\_

8.4 The number and types of vehicles to form part of the march

.....  
 .....

9. **LATE NOTICE**

The reasons why notice was not given timeously are:

.....  
 .....  
 .....

**10. PETITIONS / MEMORANDUMS**

Indicate name of person to receive the memorandum.

.....

10.1 Was the recipient of the memorandum informed?

Yes

☐

No

☐

10.2 If yes, who was informed? (state name and contact number)

.....

**11. OTHER DETAILS**

Please indicate what arrangements have been made for:

11.1 Parking for vehicles and busses

.....

.....

11.2 Toilet facilities, water points, etc.

.....

.....

11.3 OTHER

.....

.....

.....

**POPIA Disclaimer**

The City of Cape Town collects and processes the personal information provided in this application for the purpose of administering and assessing applications for gatherings, demonstrations, marches and related events. Personal information will be processed in accordance with the Protection of Personal Information Act, 2013 (POPIA) and may be shared with authorised stakeholders where required by law or for application-processing purposes.

By submitting this application, you consent to the processing of your personal information for these purposes

SIGNED AT \_\_\_\_\_ ON THIS DAY \_\_\_\_\_ OF \_\_\_\_\_ 2026.

\_\_\_\_\_  
NAME & SURNAME OF CONVENOR

\_\_\_\_\_  
SIGNATURE OF CONVENOR