



**FISH HOEK COMMUNITY POLICE FORUM (FH CPF)**

**APPLICATION FOR MEMBERSHIP OF THE FISH HOEK CPF  
FOR YEAR – 2024**

Membership is open to all Governmental Organizations and all who reside in or have direct business or interest in the area of jurisdiction of the FH CPF. **Once approved, this membership is valid from 1 January to 31 December for the year in question, or unless cancelled in writing.**

The named representatives in Part B and C will be eligible to serve on the CPF Executive or any Sub-Forum and/or attend any meetings of the FH CPF and have full voting rights subject to the applicable regulations governing such membership. See additional comments in Part C and *Section 8 of the Uniform Constitution for Community Police Forums and Boards in the Western Cape 2010.*

**New Membership:** This form must be completed in writing by the organisation/ business (**Parts A, C and E**) or neighbourhood watch (NHW) (**Parts B, C and E**) when applying for membership or renewal of membership.

**A. BUSINESS / ORGANISATION PARTICULARS** (NHW to complete Part B)

Name of Organisation	
Type of Organisation +	
Services Offered *	
Telephone Number	
Full Street Address	

+ Type of organisation/Stakeholder category/Sector you operate in (E.g. NGO, Business, Faith-Based Organisation, Political Party, Community Based Organisations (e.g. Residents' or Ratepayers' Association/ Accredited NHW, etc.)

\* Services offered: (e.g. Private Security Services/ Victim Support/Social Crime Prevention/ Patrolling/ Advisory Services)

**B. NEIGHBOURHOOD WATCH (NHW) ORGANIZATION PARTICULARS**

NHW Name			
Chief Co-Ordinator's Name		Telephone Number	
Chief Co-Ordinator's Email Address			
Website URL			
Facebook URL			



## C. NOMINATED REPRESENTATIVES

### ***Representative1***

Surname		Name	
Email Address		Title	
ID Number		Position	
Telephone Number			

### ***Representative2***

Surname		Name	
Email Address		Title	
ID number		Position	
Telephone Number			

### ***Change in Representative***

Name of Representative to be removed: .....

### ***New Representative***

Surname		Name	
Email Address		Title	
ID number		Position	
Telephone Number			

**Notes:** Should a **representative cease to represent** the organization/ business/ NHW, written notification of this change in circumstances must be provided in writing to the FH CPF Secretary.

A request to **replace a representative** can be made by completing **Part C.3** and **E** of this application giving the name (s) of the representatives who must be removed/ added. The new representative must be approved by the FH CPF Executive and SAPS before he/she may participate in official business of the FH CPF.

Any other **change of information** previously supplied in Part A, B and C, such as a telephone number or email address must be communicated in writing to the FH CPF Secretary as soon as possible.



## D. DOCUMENT REQUIREMENTS

**All organisations** need to submit a signed letter of accreditation indicating – management and other officials, aims and objectives of the entity and the person mandated to represent the entity.

**Community Safety / Neighbourhood Watch Structure** seeking to register with the Fish Hoek Community Police Forum (CPF) need to provide the Fish Hoek CPF with the following documentation, as per the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures (preferably in electronic format)

- The constitution and code of conduct of the neighbourhood watch structure
- The area and boundaries where the neighbourhood watch structure operates
- The names of all executive committee members of the neighbourhood watch structure
- Latest AGM minutes

**Businesses** (e.g. Security companies) are required to submit a cover letter confirming the representative is duly authorised to represent their business.

**NPC / NPO / NGOs** are required to submit;

- Official registration documentation from the Directorate, Non-profit Organisations
- NPC / NPO / NGOs Constitution
- Governing body details

*In the case of renewal of membership, only provide completed Part **A** or **B** and Parts **C** and **E** and any documents listed in Part **D** that have changed since the previous application.*

*ONLY MEMBERS WHO'S MEMBERSHIP IS VALID FOR ONE MONTH OR MORE BEFORE DATE OF THE FH CPF AGM ARE ELIGIBLE TO VOTE AT THE AGM.*

## E. ACCEPTANCE

By signing and submitting this form you acknowledge that all information is true, complete and accurate.

You further acknowledge that you **give the FH CPF permission to validate the information provided and to conduct background checks.**

Date of last/ next AGM: ...../..... /20.....

### Form completed by:

Name: ..... Date: ...../...../20.....

Signature: .....

The completed form must be submitted to the Secretary, FH CPF at [secretary@fishhoekcpf.co.za](mailto:secretary@fishhoekcpf.co.za). Applicants will receive feedback within 21 days, from date of receipt, on whether their application has been approved or declined. Should the application be declined you will be advised of what needs to be rectified or reasons for decline of the application in Toto.

**Confidential Property of the Fish Hoek Community Police Forum**

**Date:** Nov 2019 | **Version:** 1.4



**SAPS and CPF (for official use only)**

This section to be completed by SAPS and FH CPF Executive only

All supporting documentation has been submitted	Yes	No
Management and other officials letter submitted	Yes	No
Aims and objectives of the entity defined	Yes	No
Mandated person(s) who represent the entity defined	Yes	No
Vetting process completed	Yes	No
Approval of application	Yes	No
If application is not approved, Comments by FH SAPS SC / FH CPF Chairman:  Comments:		
Signature FH SAPS Station Commander		Date
Signature FH CPF Chairman		Date



## Revision history

Version	Change	Author	Date of change
0.1	First Draft	Jason Hartmann	31 August 2018
0.2	Minor corrections	Jason Hartmann	31 August 2018
1.0	Issued	Jason Hartmann	3 September 2018
1.1	Changes to NHW document requirements and footer information	Jason Hartmann	7 September 2018
1.2	Updated year information. Added feedback within 21 days of submissions	Jason Hartmann	13 September 2018
1.3	Form revision to fall into line with 2019 DOCS Appendix A Form	Sidney Osborne	2 July 2019
1.4	Minor changes to enable use for 2020	Sidney Osborne	3 November 2019
1.5	Minor changes to enable use for 2021	Sidney Osborne	22 October 2020
1.6	Minor changes to enable use for 2022	Sidney Osborne	1 January 2022
1.7	Minor changes to enable use for 2023	Sidney Osborne	28 September 2022