



**AUTOMATIC AVAILABILITY OF CERTAIN RECORDS OF
PUBLIC BODIES**

(Section 15 notice in terms of the Promotion of Access to
Information Act, 2000 (Act 2 of 2000))

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1. INTRODUCTION

Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), stipulates that "the Information Officer of a public body, referred to in paragraph (a) or (b)(i) of the definition of a "public body" in Section 1, must, on a periodic basis not less frequently than once each year, submit to the Minister a description of-

- (a) the categories of records of the public body that are automatically available without a person having to request access in terms of this Act, including such categories available-
 - (i) for inspection in terms of legislation other than this Act;
 - (ii) for purchase or copying from the body;
 - (iii) from the body free of charge; and
- (b) how to obtain access to such records.

The NHBRC has therefore developed the Section 15 Notice in compliance with the provision of Section 15(2) of the PAIA of 2000, which gives access to records that are automatically available.

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

- 2.1. All the reports that are published publicly become automatically available on The NHBRC website: (www.nhbrc.org.za). Below is a list of documents produced by the NHBRC which can be downloaded from the website.

Strategic Documents

- Strategic Corporate Plans
- Annual Performance Plans
- Annual Reports

Acts

- Housing Consumer Protection Measures Act 95 of 1998
- Housing Consumer Protection Amendment Act of 17 of 2007
- Housing Act 107 of 1997

Rules & Regulations

- Code of conduct for Home Builders 1 February 2008

General

- Enquiries relating to the NHBRC process of registration, enrolments, owner builder, inspections, training and lodging complaints.
- Verification of home builder registration status and enrolment status.
- Brochures.
- Media briefings and press releases.
- Newsletters and Builders bulletin.
- Forms in terms of the HCPMA

3. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from the NHBRC's website: www.nhbrc.org.za or through email/post:

	Name & Surname	Contact number	Email address	Physical Address	Postal Address	NHBRC Contact Numbers
Information Officer	Mr Songezo Booii	+27 11 317 0010	songezob@nhbrc.org.za	27 Leeuwkop Road Joe Slovo Building Sunninghill Johannesburg Gauteng	P.O. Box 461 Randburg, 2125	+27 11 317 0000 www.nhbrc.org.za
Deputy Information Officer	Ms Mathebe Kumalo	+27 11 317 0428/ 0634599759	mathebek@nhbrc.org.za			

4. FEES PAYABLE

The only fee payable, if any, for access to a record included in a notice in terms of '2' above, is a prescribed fee for reproduction.

5. DELETING PART OF THE REQUESTED RECORDS

The Information Officer may delete any part of a record contemplated in subsection (1)(a) of Section 15 of the Act above, which on a request for access, may or must be refused in terms of Chapter 4. Chapter 4 deals with the "Grounds for refusal of access to records".

In terms of Section 15, subsection (5), of the Act, "Section 11 and any other provision in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)". Section 11 deals with the "Right of access to records of public bodies".