STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

**STELLENBOSCH MUNICIPALITY**

**NOMINATION FORM**

**Appointment to the Municipal Honours and Medals Advisory Panel**

Issued by: Stellenbosch Municipality
In terms of the Stellenbosch Municipal Honours By-law, 2025

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## 1. PURPOSE OF THE NOMINATION

The Municipal Honours and Medals Advisory Panel provide advice to the Executive Mayor and Council on matters relating to:

- The **conferral of municipal honours**
- The **annulment of honours**
- The **restoration of honours**
- Ensuring nominations comply with the **criteria set out in the Municipal Honours By-law**

The panel forms part of the governance structure that safeguards the integrity, dignity and public credibility of municipal honours.

Municipal honours include, among others:

- Freedom of the Municipality or a Town
- Honorary Citizenship
- Illuminated Address
- Aldermanship Certificate
- Council's Commendation Certificate
- Mayor's Commendation Certificate
- Certificate for Long or Outstanding Service
- The **Simonsberg Medal (Gold)** for exceptional achievement or bravery.

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**2. CATEGORY OF NOMINATION**

Please indicate the category under which the nominee is proposed:

☐ Public Representative (Non-Councillor)
☐ Member of Civil Society
☐ Academic / Heritage Expert
☐ Cultural or Community Leader
☐ Business / Professional Leader
☐ Other (Specify): _____

**3. DETAILS OF NOMINEE [PERSON TO SERVE ON ADVISORY PANEL]**

Full Name:

Identity Number / Passport Number:

Date of Birth:

Residential Address:

Postal Address:

Contact Number:

Email Address:

Occupation / Profession:

Employer / Organisation:

Years resident in Stellenbosch Municipal Area:

Municipal Ward (if known):

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**4. NOMINATOR DETAILS**

Full Name:

Identity Number:

Organisation (if applicable):

Relationship to Nominee:

Contact Number:

Email Address:

Signature of Nominator:

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Date:

**5. SECONDERS (if required)**

Seconders strengthen the credibility of nominations.

**Name Organisation Contact Signature**

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**6. QUALIFICATIONS AND EXPERIENCE**

Provide details of the nominee's relevant qualifications, expertise or experience that would contribute to the functions of the Municipal Honours Advisory Panel.

Examples include:

- Governance and ethics
- Heritage, culture or history
- Community leadership
- Public administration
- Academic or research expertise
- Public recognition programmes
- Civic leadership

Details:

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**7. COMMUNITY REPRESENTATIVITY**

The by-law requires the advisory panel to be **broadly representative of the people of Stellenbosch**.

Describe how the nominee contributes to community representation (for example):

- Cultural representation
- Geographic representation (Stellenbosch, Franschhoek, Pniel etc.)
- Youth / civil society leadership
- Heritage or traditional knowledge
- Community activism

## 8. RECORD OF PUBLIC SERVICE OR COMMUNITY CONTRIBUTION

Please outline the nominee's contribution to the community or public life.

Include:

- Civic leadership
- Heritage preservation
- Cultural leadership
- Social impact
- Public service
- Awards or recognition

## 9. INTEGRITY AND ETHICAL STANDING

Members of the panel must be persons **held in high regard by the community**.

Please confirm the following:

| Declaration | Yes | No |
|---|---|---|
| The nominee is widely respected in the community | ☐ | ☐ |
| The nominee has not been convicted of a serious criminal offence | ☐ | ☐ |
| The nominee has not been found guilty of corruption or fraud | ☐ | ☐ |

| **Declaration** | **Yes** | **No** |
|---|---|---|
| The nominee has no conflict of interest that would compromise independence | ☐ | ☐ |

If any answer is **No**, provide details:

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**10. DECLARATION OF INTERESTS**

The nominee must disclose potential conflicts of interest.

List any:

- Political positions
- Board memberships
- Government appointments
- Financial interests related to municipal institutions

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**11. SUPPORTING DOCUMENTS**

Attach the following:

☐ Curriculum Vitae (maximum 3 pages)
☐ Certified copy of identity document
☐ Motivation letter (max 2 pages)
☐ Letters of support (optional)
☐ Proof of residence in municipal area (if applicable)

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**12. NOMINEE ACCEPTANCE**

I, the undersigned, accept the nomination to serve on the **Municipal Honours and Medals Advisory Panel** of the Stellenbosch Municipality.

I confirm that:

- The information provided is true and correct.
- I will act impartially and in the public interest.
- I understand that the panel provides **advice to the Mayor and Council on the conferral, annulment and restoration of municipal honours**.

Name:

_____

Signature:

_____

Date:

_____

**13. MUNICIPAL USE ONLY**

Nomination received by:

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Department:

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Date received:

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Compliance check:

| **Requirement** | **Yes** | **No** |
|---|---|---|
| Form complete | ☐ | ☐ |
| Supporting documents attached | ☐ | ☐ |
| Eligibility confirmed | ☐ | ☐ |

Recommendation:

☐ Eligible for consideration
☐ Not eligible

Official:

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Signature:

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**14. SUBMISSION DETAILS**

Completed nominations must be submitted to:

Office of the Executive Mayor
Stellenbosch Municipality

Email: Donovan.Muller@stellenbosch.gov.za
Physical Address: Stellenbosch Municipality, Main Building, Plein Street, Stellenbosch, 7600

Closing Date: 15 May 2026 @16h30