

Guidance to petitioners

We welcome petitions; in order to progress them we need certain information clearly available. Our petition scheme sets out our requirements, so please read it fully and carefully, but this note highlights some practical issues that you may find it useful to be aware of so you can ensure that your petition covers all the necessary points.

Before you start collecting signatures, please check our petition scheme to ensure that your petition covers a subject that we can legitimately consider; the scheme sets out examples of things that could cause your petition to be rejected. In particular, do note that we can reject a petition if it is too similar to another petition submitted in the previous 6 months. You can check this by contacting us (see below).

A template for a paper petition is available; whilst you do not have to use it or follow it exactly, we do need all of the following points to be covered:

- The first sheet that you submit to us should identify who is the 'head petitioner'. This is the person that we will be dealing with to follow up on any actions required once your petition is submitted. We therefore need their contact details (address, phone and email).
- Every sheet that you submit needs to have the 'head of petition' (that is, the statement about the petitioners' concerns and what you would like the Council to do as a result) at the top of it. This means that we can be sure that the people who have put their names down were aware of what they were subscribing to;
- We need each subscribers' name, full address and signature. The address should be their home, work or educational establishment address as appropriate (a petition can be signed validly by anyone who lives, works or studies in the Borough).
- If there could be any doubt please ask petitioners to clarify their relationship (for example, if the petition is about a Borough school and they are an out-borough parent, then they could put 'parent' in brackets after their name).

The Council does not provide for e-petitions on its website, but if you submit an **e-petition which is not set up on our own website**, it helps to have all the information listed above in it. We will also need signatories' email addresses, to help us in verifying the petition. This will normally mean that we need to have the same view as the petition administrator, rather than just whatever is in public view online.

Once your petition is complete you need to make arrangements to **submit it** to us. Where possible please contact us in advance (see below) so we can ensure that an officer is available to take receipt of your petition.

If you are aiming to **address a particular Council or PDS Committee meeting** then please note that the petition will normally have to have completed the first two stages (validation and portfolio holder response which takes up to ten working days) at least two weeks prior to the meeting date in question, to fit in with our statutory agenda preparation and publication schedules.

If you have any questions about petitioning the Council and/or to arrange submission, please email *committee.services@bromley.gov.uk* or call 020 8461 7743.