

## Guidance to petitioners

Our petition scheme sets out our requirements, so please read it 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 'lead 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 are aware of what they are subscribing to.
- We need each subscribers' name, full address and signature. The address should be their home, work or educational establishment address as appropriate (addresses will not be published, but we need to verify that your supporters live, work or study in the borough).
- If there could be any doubt please ask petitioners to clarify their relationship (for example, if the petition is related to a school and they are an out-borough parent, they could put 'parent' in brackets after their name).

You can use the Council website to create an **e-petition**, but the Council cannot accept e-petitions created on other websites as we cannot verify the signatures.

Once your petition is complete you need to make arrangements to submit it to us - where possible please contact us in advance (see below.)

If you are anticipating that the Council will not agree to your petition and 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 [committeeservices@bromley.gov.uk](mailto:committeeservices@bromley.gov.uk) or call 020 8461 7743.