



# **MODEL PETITION SCHEME**

Democratic Services  
Version Draft No Status v0.2

**City of Cardiff Council**  
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## 1. Introduction

- 1.1. The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within **xx** working days of receipt. The acknowledgement will set out what the Council intends to do with the petition.
- 1.2. Petitions can be presented to a meeting of the Full Council. These meetings take place every month with the exception of April/, August and December all dates and times can be found at [\[http://www. address \]](http://www.address)
- 1.3. If you would wish your petition presented to the Full Council meeting please contact your Local Councillor to present it on your behalf, or contact Democratic Services on (029) 2087 **xxxx** at least **xx** working days before the meeting for guidance on the process.
- 1.4. If your petition has received **xxxx** signatories or more from people who live or work in Cardiff this can then trigger a Full Council debate and if this is the case contact will be made with the lead petitioner to discuss options for enabling this to take place.
- 1.5. You can also submit petitions to the **Cabinet** and Committees (including Scrutiny Committees). Details of when these meetings take place can also be found on the Council's website.
- 1.6. Paper petitions can be sent to:  
  
**Head of Democratic Services**  
**City of Cardiff Council,**  
**County Hall**  
**Atlantic Wharf**  
**Cardiff CF10 4 UW**  
**Email:** [democraticservices@cardiff.gov.uk](mailto:democraticservices@cardiff.gov.uk)  
**Telephone:** 029 2087 2432
- 1.7. E petitions after **[Date] [Month] 2015** can be created, signed and submitted online by following this link: **[http/www address]**

A petition template is available at Appendix 1 and this will help you to see what information we need in order to consider your petition under the terms of the Council scheme.

## 2. Petitions that cannot be dealt with through this Scheme – Planning and Licensing decisions

2.1 The following matters are excluded from this petitions scheme:

- Any matter relating to a **planning** decision, including about a development plan document or community infrastructure levy;
- Any matter relating to an alcohol, gambling or sex establishment **licensing** decision.
- Any matter where there is an **appeals procedure** in place.

However, a petition that alleges a systematic failure to deliver services in the above areas is within the scope of this Scheme (e.g. while a petition on an individual planning application could not be taken, a petition about the council's failure to deliver an effective service for planning applications would be within the scope of this scheme).

2.2 If you wish to submit a petition on a planning or licensing matter, the arrangements are as follows :

- Petitions relating to **licensing decisions** should be e-mailed or sent to **xxxxxxx**

Further information on how to submit a review to a licensed premises is available through this link [\[http://www address\]](http://www address)

- Petitions relating to **planning decisions** should be e-mailed or sent to **Xxxxxx**

Further information on how to have your say on planning applications is available through following this link [\[http://www address\]](http://www address)

### 3. Guidelines for submitting a petition

- 3.1. Petitions may be submitted to the Full Council, **Cabinet** or Committees of the Council. Under the terms of this scheme they must include:
- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take;
  - The name and address and signature of any person supporting the petition (*you are deemed to have 'signed' the petition if you have added your name and address to it*);
  - A minimum of **xx** signatures of people who live or work in the Cardiff local authority area.
- 3.2. Petitions should be accompanied by contact details, including an address, for the petition organiser who must also live or work in the Cardiff local authority area. This is the person that will be contacted to explain how the Council will respond to the petition. ***The contact details of the petition organiser will not be placed on the website.***
- 3.3. If the petition does not identify a petition organiser, contact will be made with signatories to the petition to agree who should act as the petition organiser.
- 3.4. If your petition does not reach the minimum requirement of **xx** signatures, particularly where the issue relates to a small locality, the Council will advise the petitioners of other ways in which these views could be considered. A petition with fewer than **xx** names will be considered if the signatories comprise a majority of the residents and/or stakeholders affected by the issue raised.
- 3.5. A form is available as Appendix 1, which sets out the main summary information required when submitting a petition.
- 3.6. If you want to submit a petition to a specific meeting of the Council, **Cabinet** or any Committee meeting (including Scrutiny Committees) then you need to ensure that we receive a completed petition with details of the petition subject matter, number of signatures and your contact details by no later than **[Time]** on the **xx** working day before that meeting to enable it to be submitted.
- 3.7. Please note petitions submitted by the petitioner to meetings of the Full Council will not be discussed in detail at that point, unless there is an agenda item specifically relating to that issue. Petitions received in this way will be passed to the appropriate Member and / or Officer for proper consideration.
- 3.8. Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. We will explain the reasons for this in our acknowledgement of the petition.

- 3.9. In the period immediately before an election or referendum the Council may need to deal with petitions in a different way – if this is the case an explanation of the reasons will be provided with a revised timescale which will apply.
- 3.10. If a petition does not follow the guidelines as set out, the Council may decide not to do anything further with it. In that case, you will receive a written explanation of the reasons.

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#### **4. What will the Council do when it receives my petition?**

- 4.1. An acknowledgement will be sent to the petition organiser within **xx** working days of receiving the petition. It will let them know what the Council plans to do with the petition and when they can expect to hear from the Council again.
- 4.2. The petition will be published on the Council's Petitions Register on the website.
- 4.3. If the Council considers it can meet what the petition asks for, the acknowledgement may confirm what action has been taken on the request and the petition will be closed.
- 4.4. If some other action is proposed or intended, the acknowledgement will explain this. If the petition has enough signatories to trigger a debate at Full Council, then the acknowledgment will confirm this and advise when and where the meeting will take place. If the petition needs more investigation, you will be advise of the Council's next steps.
- 4.5. The Council reserves the right to verify signatories as required. Petitioners should ensure that a valid address and postcode is included for all petitioners that relates to a home address (if living in Cardiff) or work address (if working or run a business in Cardiff). These details will be taken into account when identifying if there are enough signatories from people who live or work in Cardiff to trigger a Full Council debate.
- 4.6. Any petition that is a duplicate or near duplicate of another petition that the Council has already received will not normally be considered within a **xx** month period although officers will exercise their discretion in individual cases. It is advised that details of previous petitions are checked on the website or contact Democratic Services for advice at the start of your petition.
- 4.7. To ensure that people know what the Council are doing in response to the petitions received, the details of all the petitions submitted, including those pending action will be published on the Council's website, except in cases where this would be inappropriate.

## 5. Full council debates

- 5.1. If a petition contains more than **xxxx** signatures from people who live or work in the city it will trigger the right to be debated by the Full Council. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend.
- 5.2. If the petition organiser wishes to take up this opportunity, they will be given 3 minutes to present the petition at the next available meeting of the Full Council. The petition will then be discussed by Councillors for up to 15 minutes. *(NB: The Lord Mayor may, with the consent of Council, increase this time limit).* Full Council will decide how to respond to the petition at this meeting.
- 5.3. The petition organiser will receive written confirmation of the outcome of the Full Council debate and of the Council's decision and any explanation in the event of Council not being able to take the action which had been requested. This information will also be published on the website.



## 6. E-petitions

- 6.1. The Council welcomes e-petitions being created and submitted through its website
- 6.2. E-petitions must follow the same guidelines as for paper petitions and in addition:
  - Petition organisers and subscribers must provide a valid email address as well as their name and address; and
  - The period for which the petition shall be open to subscription must be determined at the outset..
- 6.3. The petition organiser will need to provide their name, postal address and email address, and will need to decide how long the petition is to be open for signatories. It maybe that the ending of the petition would coincide with a relevant meeting or decision. It may be helpful to discuss this with Democratic Services. If so, please contact us via email at [democraticservices@cardiff.gov.uk](mailto:democraticservices@cardiff.gov.uk)
- 6.4. When an e-petition has been submitted on the Council's website, the petitions will be acknowledge within **xx** working days and this will include a link to the petition. Upon the e-petition reaching its end date, it will be closed to further subscription and will then be dealt with as explained in Section 4.
- 6.5. When you create an e-petition, it may take **xx** working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.
- 6.6. If it is considered that your petition cannot be published for any reason, the Council will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within **xx** working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 6.7. When an e-petition has closed for signature, it will automatically be submitted to Democratic Services. In the same way as a paper petition, you will receive an acknowledgement within **xx** working days.
- 6.8. E-petitions that have been created through websites other than the Council's can be submitted to the Council but will still need to meet the criteria as set out.
- 6.9. If you would like to present an e-petition to a meeting of the Full Council, please contact the Democratic Services Team within **xx** working days of your receipt of the acknowledgement. The acknowledgment and response will also be published on this website.

**7. What can I do if I feel my petition has not been dealt with properly?**

- 7.1 If you feel that we have not dealt with your petition properly, please contact the County Clerk and Monitoring Officer who will review your complaint and will advise you of the action which is intended. Please provide a short explanation of the reasons in your communication with us.

County Clerk & Monitoring Officer  
City of Cardiff Council  
Room 286A  
County Hall  
Cardiff  
CF10 4UW

Tel No: 029 2087 3905

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## City of Cardiff Council Petition Template

### Guidance notes:

Please use this suggested template additional pages should also include the petition subject at the top of the page.

The petition organiser must live, work or own a business in Cardiff.

If you wish to sign this petition, please put down your Cardiff address if you live, work or own a business in the City as this will count towards any threshold for debate at full Council meetings (where all Councillors attend).

Signatories from outside Cardiff will be taken into consideration in respect of the issue being raised, but will not count towards the numbers required for formal debates under the scheme.

Please also refer to the petitions scheme available at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) for further information about how we deal with petitions at the Council.

### Contact Details of the Lead Petitioner

(the person the Council will contact with responses to the petition)

<b>Full Name:</b>	
<b>Address for Correspondence:</b>	<b>1<sup>st</sup> Line:</b> _____ <b>2<sup>nd</sup> Line:</b> _____ <b>3<sup>rd</sup> Line:</b> _____ <b>Post code:</b> _____
<b>Home Telephone No:</b>	
<b>Mobile Number No; :</b>	
<b>Email address:</b>	
<b>Live/Work/Service user</b> (please indicate all that apply)	
<b>Signature</b>	

