

COUNCIL MEETING PROCEDURE RULES

20 PETITIONS

- (a) A Petition may be presented to Council by either:
 - (i) a Member, if the Petition is comprised of at least 20 signatories; or
 - (ii) a Lead Petitioner, if the Petition is comprised of at least 50 signatories, subject to compliance with the Council's Petitions Scheme and this Rule 20.

- (b) Petitions must be submitted to Democratic Services either by email, post or hand delivery, in accordance with the Petition Scheme, by 5pm, 7 working days before the date of the Council meeting; and must include:
 - (i) The name and contact details for the Lead Petitioner;
 - (ii) The subject matter and specific request of the Petition;
 - (iii) The name and postal address (including postcode) of each Petition signatory; and
 - (iv) The total number of signatories to the Petition.

- (c) Each and every signatory to the Petition, including the Lead Petitioner, must be either:
 - (i) An individual who lives, works or studies within the City and County of Cardiff;
 - (ii) A representative of an organisation which operates within the City and County of Cardiff; or
 - (iii) An individual who lives in the administrative area of a neighbouring Council and who may reasonably be expected to be affected by the subject matter of the Petition.

- (d) The receipt of a Petition will be acknowledged by the Head of Democratic Services within 5 working days from its receipt. Subject to compliance with this Rule 20 and the Petition Scheme, the Lead Petitioner or the relevant ward Member will be invited to present the Petition to the next appropriate Council meeting.

- (e) If more than one Petition is received in relation to a similar subject matter and seeking a similar outcome, only one Lead Petitioner or Member will be permitted to present the Petition to Council. Democratic Services officers will notify each Lead Petitioner and Member and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner or Member will present the Petition to Council. In the absence of such agreement, the Lead Petitioner of the Petition with the highest number of signatories shall have the right to present the Petitions to Council.

- (f) When a Petition has been presented to Council under this Rule 20, no further Petition on a similar subject matter and seeking a similar outcome shall be considered within six months of that Council meeting.

- (g) Where a Member or Lead Petitioner presents a petition to the Council, they may outline the request by the petitioners, the reason for the request and the number of the signatories, provided that in any event they may not speak under this rule for more than one minute.

- (h) Petitions shall be divided into three classes and shall be addressed as follows:
- (i) A petition bearing less than 20 signatures shall be dealt with by normal correspondence.
 - (ii) A petition bearing 21-50 signatures shall be noted at the meeting and passed to a relevant officer of the Council for a written response.
 - (iii) A petition bearing 51 or more signatures shall be noted and passed to the relevant Cabinet Member for consideration and a written response.
- (i) Written responses will be provided within 20 working days of the presentation of a valid petition to Council.
- (j) A summary of all valid Petitions received, in accordance with this Rule and the Council's Petition Scheme, and the Council's response, will be published on the Council's Petitions web page.

COMMITTEE MEETING PROCEDURE RULES

14.2 Right of Petitioners to address committee

- (a) Subject to compliance with the Council's Petition Scheme and this Rule 14.2, when a Petition (including an electronic petition) is submitted, with signatories numbering not less than fifty Cardiff electors, a substantial proportion of whom could reasonably be expected to be affected by the matter to which the Petition relates, one person from amongst those signing the petition ('the Lead Petitioner') may address a committee to which the Petition has been referred on the subject matter of the Petition for up to three minutes.
- (b) In any case where the petitioners object to an application which is to be considered by the Licensing Committee or the Public Protection Committee, the applicant will also be given an opportunity to be heard.
- (c) Any Petition to be presented to a Committee must be submitted to the Head of Democratic Services either by email, post or hand delivery, in accordance with the Petition Scheme, by 5.00pm, 7 working days before date of the Committee meeting at which it is to be presented, and must include:
 - i. The name and contact details for the Lead Petitioner;
 - ii. The subject matter and specific request of the Petition;
 - iii. The name and postal address (including postcode) of each Petition signatory;
 - iv. The reference number of any application to which the Petition may relate; and
 - v. The total number of signatories to the Petition.
- (d) Each and every signatory to the Petition, including the Lead Petitioner, must be an individual who lives, works or studies within the City and County of Cardiff.
- (e) The receipt of a Petition will be acknowledged by the Head of Democratic Services within 5 working days. Provided the Petition meets all criteria set under this Rule 14.2 and the Petition Scheme, the Lead Petitioner will be invited to present the Petition at the Committee meeting and the applicant (if any) will be notified and invited to attend the Committee if the applicant so wishes.
- (f)
- (g) In the event that more than one Petition is received, which meets all criteria set under this Rule 14.2 and the Petition Scheme, in relation to the same application or a similar subject matter and seeking a similar outcome, only one Lead Petitioner will be permitted to present the Petition to Committee. Democratic Services officers will notify each Lead Petitioner and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner will present the Petition to Committee. In the absence of such agreement, the responsible Chief Officer, in consultation with the Chair of the Committee, may determine at his/her discretion how many petitioners should be afforded speaking rights in order to secure a proper, full and effective debate,

having regard to the subject matter and relevant issues to which the Petitions relate.

- (h) When a petitioner has been heard by a committee under this Committee Meeting Procedure Rule no further Petition on the same item and seeking a similar outcome shall be considered and no further address shall be heard on that item, within six months of the committee meeting at which the Petition was first considered or the petitioner heard.
- (i) A petition comprised of less than 50 signatories or which does not meet all criteria set under this Rule 14.2 and the Petition Scheme shall be granted no speaking rights at Committee. However, a response to any relevant issues will be provided with the Committee report or as part of the late representations to Committee, and such report will be available for public inspection on the Council's website in accordance with the Access to Information Procedure Rules.

PLANNING COMMITTEE PROCEDURE RULES

14.2 Right of Petitioners to address committee

- (a) Subject to compliance with the Council's Petition Scheme and this Rule 14.2, when a Petition (including an electronic petition) is submitted, with signatories numbering not less than fifty Cardiff electors, a substantial proportion of whom could reasonably be expected to be affected by the matter to which the Petition relates, one person from amongst those signing the petition ('the Lead Petitioner') may address the Planning Committee to which the Petition has been referred on the subject matter of the Petition for up to three minutes.
- (b) In any case where the petitioners object to a planning application, the applicant will also be given an opportunity to be heard.
- (c) Any Petition presented to the Planning Committee must be submitted to the Local Planning Authority either by email, post or hand delivery, in accordance with the Petition Scheme, by 5.00pm, 7 working days before date of the meeting at which it is to be presented, and must include:
 - i. The name and contact details for the Lead Petitioner;
 - ii. The subject matter and specific request of the Petition and reference to planning issues that may be relevant to the planning decision;
 - iii. The name and postal address (including postcode) of each Petition signatory;
 - iv. The reference number of the planning application to be determined by the Local Planning Authority; and
 - v. The total number of signatories to the Petition.
- (d) Each and every signatory to the Petition, including the Lead Petitioner, must be an individual who lives, works or studies within the City and County of Cardiff.
- (e) The receipt of a Petition will be acknowledged by the Head of Planning within 5 working days. Provided the Petition meets all criteria set under this Rule 14.2 and the Petition Scheme, the Lead Petitioner will be invited to present the Petition at the Planning Committee meeting and the applicant will be notified and invited to attend the Planning Committee if the applicant so wishes.
- (f) In the event that more than one Petition is received, which meets all criteria set under this Rule 14.2 and the Petition Scheme, in relation to the same planning application and seeking a similar outcome, only one Lead Petitioner will be permitted to present the Petition to Planning Committee. Democratic Services officers will notify each Lead Petitioner and ask them to liaise with each other to consider amalgamating the Petitions and agree which Lead Petitioner will present the Petition to Planning Committee. In the absence of such agreement, the Head of

Planning, in consultation with the Chair of Planning Committee, may determine at his/her discretion how many petitioners should be afforded speaking rights.

- (g) When a petitioner has been heard by the Planning Committee under this Procedure Rule, no further Petition on the same item and seeking a similar outcome shall be considered and no further address shall be heard on that item, within six months of the Committee meeting at which the Petition was first considered or the petitioner heard.
- (h) A petition comprised of less than 50 signatories or which does not meet all criteria set under this Rule 14.2 and the Petition Scheme shall be granted no speaking rights at Planning Committee. However, a response to any relevant planning grounds will be provided with the Planning Committee report or as part of the late representations to Planning Committee, and such report will be available for public inspection on the Council's planning register following determination of the application. No further response will be provided.