

PETITIONS - PROCEDURES

1. Petitions received by the Members Office should be:
 - i) acknowledged either to the organiser (if known) or to the first named signatory
 - ii) copied to appropriate Ward Councillors and advise appropriate Executive Member or Mayor of receipt of the petition
 - iii) copied to appropriate Head of Service Units for action
 - iv) recorded in the Central Register of Petitions (currently maintained by Receptionist on Ground Floor of Town Hall)
2. Petitions received by other Heads of Service Units should be passed immediately to the Members Office for entering in the Central Register of Petitions.
3. Any responses must be addressed to the Lead Petitioner with a copy to the appropriate Ward Councillors/Exec Member/Mayor. A copy should also be sent to Bernie Carr in the Members' Office for the Central Petition File.
4. If the petition contains more than 100 signatures and **is not** in relation to a Planning/Licensing application seek advice from Richard Long/Chris Davies to see if Lead Petitioner should be given the opportunity to present the petition to the full Council meeting. If it is agreed write to the Lead petitioner copying in R Long, C Davies, M Braithwaite and the appropriate Ward Councillors, Executive Member and Head of Service advising the Lead Petitioner of their right to present the petition to Council, stating the date of the next Council meeting and a cut off date of 10 days before for them to advise M Braithwaite if they intend to present the petition to Council.

If the petitioner does not wish to present the petition to Council then the steps listed at No 1 should be followed.
5. If a petition is received which relates either to Planning or to Licensing matters seek advice from Richard Long/Chris Davies

See separate sheet for details of procedure within the Members Office.

PETITIONS - PROCEDURES WITHIN THE MEMBERS OFFICE

Detailed procedures as referred to under Paragraph 1 of the preceding procedure note.

1. Upon receipt of a petition Bernie will take the following action:
 - i) Send an acknowledgement letter to the organiser
 - ii) Copy to the appropriate Ward Councillors and write to the appropriate Executive Member and/or Mayor and advise them of receipt of the petition.
 - iii) Send the correspondence to the appropriate Service Unit with a request for action.
2. Send all papers, including the covering sheet to Reception for recording in the Central Register
3. If the petition contains more than 100 signatures and **is not** in relation to a Planning/Licensing application seek advice from Richard Long/Chris Davies to see if Lead Petitioner should be given the opportunity to present the petition to the full Council meeting. If it is agreed write to the Lead petitioner copying in R Long, C Davies, M Braithwaite and the appropriate Ward Councillors, Executive Member and Head of Service advising the Lead Petitioner of their right to present the petition to Council, stating the date of the next Council meeting and a cut off date of 10 days before for them to advise M Braithwaite if they intend to present the petition to Council.

If the petitioner does not wish to present the petition to Council then the steps listed at No 1 should be followed.
4. If a petition is received which relates either to Planning or to Licensing matters seek advice from Richard Long/Chris Davies