



Guidance and Criteria for Submission of Public Petitions

Matters To Consider Before Submitting A Petition

There are various ways you can put your views to the Council before taking the step of submitting a petition. For instance, you can:

- Contact the relevant Council service to discuss your concern or request.
- Make a comment or complaint via the Council's comments and complaints procedure.
- Contact one of your local ward Councillors to bring the matter to their attention.
- Respond to the relevant Public Consultation

Drawing Up Your Petition

If you have used these routes and feel that you still want to submit a petition you must follow the guidance set out below.

Submitting a Petition as an Individual or Organisation

- Details should include the full name of the principal petitioner, address and contact details (email and phone number).
- An individual raising a petition must live in the Clackmannanshire Council area.
- If the petition is raised by an organisation or group, that organisation or group must have a registered or service address in Clackmannanshire. They must provide the address of the group and contact details of an officer
- A template (Form A) for completion by individuals or organisations is available on the Council's website. It is advisable to use the template as it covers all of the matters covered in this guidance.

Submitting a Petition as a Business

- Petitions must include details of the business (e.g. company, partnership, sole trader) raising the petition.
- Details should include full name of the principal petitioner, business name, address and contact details (e-mail and phone number).
- The business must have a registered or service address in Clackmannanshire.
- There must be at least 5 other registered Clackmannanshire businesses or businesses having a place of business in Clackmannanshire supporting the petition.
- A template (Form B) for completion by business(es) is available on the Council's website. It is advisable to use the template as it covers all of the matters covered in this guidance.

Signatories

- Individual signatories to a petition must live in the Clackmannanshire Council area.
- For issues relating to Clackmannanshire as a whole or individual geographic areas within Clackmannanshire, petitions will require at least 250 individual signatories before they will be considered by the council.

Content

- The petition should be titled and include a short, clear and concise statement (no more than 250 words) which covers the main subject of the petition and details of action which the petitioner wishes the Council to take.
- If the petition is in paper format, the top of every page of signatories must have the title of the petition and the petition statement which people are supporting.
- Only petitions regarding some interest or issue within Clackmannanshire will be considered by the appropriate Committee.
- Petitions must not contain language which is offensive, for example swear words, inflammatory, sarcastic or provocative language or other terms that could reasonably be considered as offensive by the reader.

- petitioners must ensure that information is submitted in good faith and does not include:
 - false or defamatory statements
 - information which is protected by an interdict or court order
 - material which is commercially sensitive, confidential or which may cause personal distress or loss
 - reference in the petition statement to the names of individuals.

Exclusions

Petitions should not be submitted (and will not be accepted by the Council) where they:

- challenge a decision if there is recourse to a legal remedy (such as the right of appeal to the Sheriff, recourse to the Lands Tribunal)
- relate to objections to Planning applications as these will be considered through separate guidelines governed by the appropriate legislation.
- relate to licensing decisions
- relate to decisions which could result in court action
- refer to an issue where there is recourse to the complaints procedure or to the Ombudsman available
- relate to any situation where litigation may be involved
- request the direct reversal of a decision/action approved by Council in the last six months.
- are related to a subject that is the same or similar to a petition considered within the last 12 months.

Submitting Your Petition

Once you have drawn up your petition and checked it meets the criteria set out in this guidance, you should address your petition to:

- Monitoring Officer, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB

Alternatively, you may submit a scanned copy of the full petition (including signatures) by email to petitions@clacks.gov.uk.

Please note that Council officers *cannot* participate in any photo call relating to the submission/receipt of a petition.

Once Your Petition Is Received

Your petition will be acknowledged within three working days of receipt. You do not need to submit multiple copies of the Petition. Once the Petition is confirmed as valid, the Clerk to the Petitions Committee will ensure that the Petition is sent to the Petitions Committee, the Chief Executive and Strategic Directors.

Your Petition will be confirmed as valid if correctly completed and meeting the criteria set out in this guidance within 10 working days of receipt of the Petition.

Petitions which do not follow the guidelines will be rejected and you will be informed in writing, by the Clerk to the Petitions Committee of the reasons with ten working days of receipt of the Petition

A meeting of the Petitions Committee will be convened within 21 working days of your Petition being confirmed as valid, as detailed above. The Clerk of the Petitions Committee will invite petitioners to attend the Petitions Committee to speak in support of their petitions. If petitions have been submitted on similar issues they may be considered at the same meeting.

The Petitions Committee will listen to the views of the petitioners and ask questions to help decide on the most appropriate course of action. Where the matter is solely related to a single ward area, local Ward Councillors may also be invited to make representation to the Petitions Committee by the Chair. The Petitions Committee will report on every petition, in respect of which it has heard representations, to Council at the next available Council meeting, with its recommendation on how the petition should be disposed of. The Council will make the final decision on the Petition. Please note that where there are an equal number of votes for recommendation of the Petition the Council's governance will apply with the Convener having the casting vote.

Within seven working days of the decision of Council on the Petition, the Clerk to the Council will write to the Principal Petitioner advising of the Council's decision. .

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If you require further information on submitting a petition please contact Committee Services, Kilncraigs, Alloa (Tel 01259 452004/452106) or contact us by email at petitions@clacks.gov.uk



PETITIONS FORM

If you wish to submit a petition for consideration by Clackmannanshire Council, you must complete this template.

Please refer to the Guidance on Submission of Public Petitions before completing the template. If you require any further information or advice, please contact us (details of how to contact us are provided at the end of this form).

Details of Principal Petitioner	
Please enter the name of person and organisation (if applicable) raising the petition. Please include a contact address to which correspondence may be sent, a contact telephone number and e-mail address if available.	
Full Name	
Name of Organisation / Business	
Address	
Postcode	
Telephone Number	
E-mail address	
I am submitting the petition as a(n) :	
Individual/Organisation <input type="checkbox"/> Business <input type="checkbox"/> Both <input type="checkbox"/> * tick as appropriate	

<p>Title of Petition</p> <p>Petition Statement - Please state (in no more than 250 words) what action the Petitioner wishes the Council to take.</p>

Action Taken (if any) to Resolve Issues of Concern before Submitting the Petition

Before a petition is submitted, petitioners are expected to have taken reasonable steps in attempting to resolve the issues.

Please enter below details of any individuals or organisations approached. Copies of correspondence, including any responses, should be appended. This information will be made available to the relevant Committee prior to its consideration of the Petition.

Appearance before Committee

Petitioners may be invited to appear before the relevant Committee to speak in support of their petition if it is considered that this would be useful in assisting the Committee to reach a decision.

Please indicate below whether you wish to submit a request to make a brief statement to the Committee that may consider your petition.

***I DO wish the opportunity to make a brief statement before the Committee**

***I DO NOT wish to make a brief statement before the Committee**

** tick as appropriate*

Signature of Principal Petitioner

When satisfied that the petition meets all the criteria outlined in the Guidance on Submission of Public Petitions, the Principal Petitioner must sign and date the form in the box below.

Any additional sheets of signatures should be appended to the form. Please note that the top of every page of signatories should have the statement which people are supporting.

Signature Date

Name in block capitals

PETITION FORM SUBMITTED BY LOCAL BUSINESS(ES)

If the petition is raised by a local business, the business should have a registered address in Clackmannanshire and there should be at least 5 other registered Clackmannanshire businesses supporting the petition.

Petition Title:

Petition Statement:

FULL NAME (First Name and Surname)	POSITION HELD WITHIN THE BUSINESS	BUSINESS ADDRESS	TOWN	POSTCODE	SIGNATURE

Signature **Date**

Submission:
Once you have drawn up your petition and checked it meets the criteria set out in this guidance, you should address your petition to the Monitoring Officer, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB. Alternatively, you may submit a scanned copy of the full petition (including signatures) by email to petitions@clacks.gov.uk