

# PART 10

## Petition Scheme

### Introduction

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 10 working days of receipt.

This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Generally, a petition must be signed by at least 10 people, and any persons who sign should live, work or study in the Council's area.

Paper petitions can be sent to the Chief Officer (Governance), Town Hall, Lancaster LA1 1PJ. **Please note that this must be the original petition with signatures, not a photocopy.**

Petitions may also be created, signed and submitted online by following this link [www.lancaster.gov.uk/petitions](http://www.lancaster.gov.uk/petitions)

Petitions can also be presented to a meeting of the Council provided you give us 7 working days notice that you wish to present your petition. **Photocopies cannot be accepted, it must be the original petition with signatures.** Dates of these meetings may be found on the Council's website [www.lancaster.gov.uk](http://www.lancaster.gov.uk)

If you would like to present your petition to the Council, or to present your petition and make a speech to accompany it, you must let us know no later than seven working days before the Council meeting, providing a copy of your speech if you want to speak. Please contact Democratic Services on 01524 582065 or email [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk) and we will talk you through the process including what to do if you would prefer your Ward Councillor or someone else to present the petition on your behalf.

Councillors are able to present petitions at Council meetings, too. **The same requirement to present the original petition, not a photocopy,** and to give seven working days notice applies. Councillors should give notice, and a copy of their speech if they wish to make one, to the Chief Executive.

Any petition with 1500 signatures or more (or 200 where it relates to a local matter which affects no more than two wards) will also be scheduled for a Council debate. If this is the case with your petition we will let you know whether this will happen.