

# Creating a Petition

## Registration

To create a petition the Principal Petitioner (person creating the petition) has to be registered with the site. Click on the **Register Here** on the petition home page.

You will be asked to give your name, address and email address and a password.

Please note your email address will be your username.

Once you are registered and signed into the petition home page a new link will be displayed '**Principal Petitioner Area**'. By clicking this link you are taken to your own area to manage the petition you have created.

**Please ensure you read the guidance before creating a petition.**

## Create your petition

Before creating a new petition it is important to check that the guidance to make sure your petition will meet the eligibility criteria.

To create a new petition Login to your Principal Petitioner area and click '**Create a New Petition**' link. Complete the petition details, titles in **Bold** are mandatory fields.

### *Field Description*

**Petition Title** A Brief Title of the petition Subject.

**End Date** The date the petition is available for signing. The default is set to run for 5 weeks, this includes the time taken for the council to check your petition meets the eligibility criteria.

**Short Description** A short statement covering the subject matter of the petition, in no more than 250 words. The petition should clearly state what action the Petitioner wishes the council to take. The petition will be returned to the Petitioner for further clarification should this be unclear. The petition should refer to services provided by Glasgow City Council or issues that affect you and/or the community you live in that the council is involved in.

**Action taken** Action you may have taken about your issue or concern, for example , speaking to an Elected Member, writing to the council etc. If no action has been taken, please write – no action taken.

**Would you like to make a brief statement to the committee?** Please choose Yes or No. Due to pressure of business, no guarantee can be made that petitioners will automatically be invited to address the committee.

**Are you over 18 years old?** Please choose Yes or No. This helps us to validate petitions against the Electoral Roll.

## Action Links for Petitions

**Save** You can save your petition in the Principal Petitioner Area before submitting it to the council

**Edit** You can edit your petition before submitting

**Delete** You can delete your petition

**Print** This will allow you to print your petition details

**Publish** By publishing your petition you are sending it to the Committee Clerk to validate the eligibility of your petition. We will endeavour to validate your petition within 10 working days. Once your petition has been validated against the criteria set out in the guidance, your petition will be approved and available to view and sign online. The Clerk to the Committee will contact you about your petition within 10 working days of your submitting it online.

Clerk to the Public Petitions and General Purposes  
Policy Development Committee  
Glasgow City Council  
City Chambers  
Glasgow  
G2 1DU

Phone 0141 287 4737

[petitions@glasgow.gov.uk](mailto:petitions@glasgow.gov.uk)

## Petition live - Signature Collection

Once your petition is made 'Live' it will be available for signatures on the council's web site. Promotion of the petition is the responsibility of the Principal Petitioner.

Once your petition is live, anyone will be able to access the website and sign it. The name, address and email of any person supporting the petition is required for checking purposes, however only the name will be displayed. Only residents living within the Glasgow City Council boundary may create/sign petitions.

Your petition will show the total number of signatures received.

If you wish to withdraw your petition once it is live, you can click 'withdraw' and your petition will be removed from the site.

## Petition close

A petition closes when the petition End Date has been reached or the Principal Petitioner closes the petition. The Petition is still available for viewing although no more signatures may be added. The Clerk to the Committee will contact the Principal Petitioner when the petition reaches 25 signatures.

## Submitted Procedure

Once the Petition has been 'submitted to the council', it will be referred to the Public Petitions and General Purposes Policy Development Committee.

## Principal Petitioner Area

The Principal Petitioner area is a private area for registered Principal Petitioners to manage the petitions they have created.

All petitions created by the Principal Petitioner can be viewed in this area.

The actions that are available to the Petitioner are dependant on the Status of the petition.

Petition Status	Action	Description
	Create a new petition	Create a new petition
Launch	Edit	Edit a previously created petition, not submitted to the Committee
	Delete	Remove a petition not yet submitted to the Committee
	Print	Print the text of a petition
	Publish	Submit the petition to the Committee Clerk for approval to be hosted on the website, if it meets the eligibility criteria set out in the guidance
Waiting Approval	View	View the petition
	Print	Print the text of petition
Rejected Published	View	View the petition
	Print	Print the text of petition
Rejected Not Published	View	View the petition
	Print	Print the text of petition
Live	View	View the petition
	Print	Print the text of petition
	Submit Electronically (optional)	Close the petition and submit it to the Committee
	Withdraw petition	Remove your petition
	Direct Link to Petition	Get a link for your petition to use to send to people to sign your petition
Submitted to council	View	View the petition
	Print	Print the text of petition
Concluded	View	View the petition
	Print	Print the text of petition