



Glasgow City Council

Guidance on Sending a Public Petition

1.0 Introduction

- 1.1 Glasgow City Council aims to provide you with good quality services which are easy to access and meet your needs as a citizen of Glasgow.
- 1.2 The public petitions' process plays a key part in these aims by encouraging you to participate fully in the decision making process, either by yourself or as part of a group.
- 1.3 If you would like to send the council a petition, please read the following guidance and instructions carefully before preparing and submitting a petition.

2.0 Issues which we will consider

- 2.1 Your petition should refer to services provided by Glasgow City Council or issues that affect your community that the council is involved in. You should clearly explain the purpose of the petition and what result you expect to achieve.

3.0 Issues we will not consider

- If your petition is a comment or a complaint you should send it to us through the Council's Comments, Compliments and Complaints process. The link to the comments and complaints form is provided below.
<http://www.glasgow.gov.uk/en/ContactUs/>
- Petitions that refer to any current court, legislative or regulatory proceedings, for example planning or licensing applications.
- Petitions that are the same or very similar to petitions the council has already considered within the previous twelve months.
- Petitions that relate to any decision the Council, a committee, joint committee, board or officer has made in the last six months.
- Petitions submitted by councillors.
- Petitions that relate to a current or recent proposal that is subject to a specific Council consultation/engagement exercise
- Petitions that relate to individual or personal issues

4.0 Action you should take before you send us a petition

4.1 Before submitting a petition, you should have:

- Raised the issue with the Council, in the first instance, i.e. as a comment/complaint/email to the relevant department etc.
- Raised the issue with the relevant Local Elected Members. You may have also contacted a Member of Parliament, Member of the Scottish Parliament, Community Council, Area Partnership or Local Community Planning Partnership Board.
- Checked whether the Council is running a current related consultation exercise or engagement process and, if it is, raise your issues directly through that process first.

4.2 Please ensure copies of your correspondence on the above are attached with your petition.

5.0 Submitting a Petition

5.1 You can submit a petition on our dedicated webpage (www.glasgow.gov.uk/petitions), by email, by post or by hand.

5.2 We provide some specific guidance about how to complete your petition online at section 6. For those and all petitions submitted by email, post or by hand there are some basic requirements.

5.3 The petition should be titled and include a statement of no more than 250 words which covers the purpose of the petition and details of the results you would expect to achieve by presenting the petition to the committee.

5.4 The petition **must** include the following.

- Your **name or the name of the principal petitioner** who **must** live within the **Glasgow City Council area**; we may check your eligibility. Or in the case of a local business or organisation, it should be on the Valuation Roll for the Glasgow City Council area.
- Your or the principal petitioner's **address** to which all communications will be sent.
- The **name, address and signature** of any person(s) supporting the petition, unless the petition is supported by a community council.

5.5 Names and addresses can be gathered both online and by paper. If you are going to use both a paper and online version, we ask that you remove any repeat names before submitting it to the council.

5.6 For paper petitions, it would be helpful if your petition is typewritten or completed using a black pen. If you have any difficulty in filling in the form please contact the Clerk to the Committee.

Validation (Checking)

- 5.7 The council validates (or checks) each petition and they must include a certain amount of support before it can begin consideration of your petition.

As an individual or community group:

- you must have a minimum of 25 signatures from people living in Glasgow, **or**
- you should have the support of the relevant community council.

If you are sending a petition from a local business(es) or organisation(s):

- you must have support from at least five other businesses or organisations on the Valuation Roll; **or**
- you should have the support of the relevant community council.

- 5.8 If your petition is supported by a community council, a community council office Bearer must countersign the petition at part two. Where relevant you should also attach a copy of the minutes of the community council meeting, when the support was approved.

- 5.9 A form for petitions is included within these Guidance Notes. You can also download the form from the Council's website at www.glasgow.gov.uk. You can also request a paper copy by phoning 0141 287 4737 or in writing or in person at:

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

6.0 Online Petitions

- 6.1 The Council has a dedicated webpage where you can set up your petition and people can sign up to your petition (www.glasgow.gov.uk/petitions).

- 6.2 Online petitions can be hosted on the website, once approved, for one month. During this time, people wishing to support the petition can do this online by registering the following details:

- Name
- Address
- Email address

- 6.3 Supporting signatories **must** live within the Glasgow City Council area.

- 6.4 You can also collect paper signatures alongside online signatures. Only the Principal Petitioner can submit paper signatures to the Committee Clerk to update the number on the website.

6.5 Online Petitions will display:

- Title/subject of the Petition
- Principal Petitioner's name
- Start and closing date

6.6 The Clerk to the committee will notify the person who registered the petition (the principal petitioner) once a petition has reached the required number of signatures.

6.7 Once submitted, Glasgow City Council will endeavour to validate online petitions within **10 working days**. This time will be used to ensure that petitions are valid and meet the eligibility criteria. Principal Petitioners are advised to take this into account before proceeding.

6.8 Once the petition has been accepted it will become a public document available to view on the Council's website.

7.0 Privacy Policy and Content of petitions

7.1 Information about any individual will not be used for any other purpose other than in relation to the petition. Our Privacy Statement sets out how we collect information and what we do with it. You can read a copy here. [Privacy Policy](#)

7.2 For your part, you must make sure the information you send does not include:

- false or insulting statements,
- information that is protected by an interdict or court order,
- information that is commercially sensitive, confidential or that may cause personal distress or loss,
- the names of individual officers of public bodies,
- the names of other individuals or information whereby they may be easily identified,
- offensive language, for example swear words, insulting, sarcastic or provocative language or other terms that could reasonably be considered as offensive by the reader; and
- duplicate signatures.

8.0 Support and help with a petition

8.1 We will accept petitions in community languages and other formats. We will also arrange for interpretation and translation services, including British Sign Language if you need it. We will take account of your needs when making arrangements to hear petitions. If you need any support, you or your representative, should discuss these with the Clerk to the Committee.

9.0. How to send in your petition

9.1 If you complete your petition using our online petition system, we will confirm your petition is submitted once you reach the required level of signatures or support.

Email, Post, or Hand-Delivery

- 9.2 When you are satisfied your petition meets the conditions outlined in this guidance, you should submit the petition to:

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

- 9.3 You can also email your petition to petitions@glasgow.gov.uk. The Clerk will let you know your petition has been received.

10.0 What Happens next

- 10.1 Once your petition has been checked (validated) that it meets the criteria set out at section 2.0 and 5.0 as being completed correctly, a committee date will be allocated. This will depend both on the workload of the committee and also the time taken to complete the validation process.
- 10.2 The Chair of the Committee may invite petitioners to appear before the committee to speak in support of their petition to help the committee reach a decision. As a petitioner you should indicate on the form if you want to make a statement to the committee. Due to pressure of business, no guarantee can be given that petitioners will automatically be invited to address the committee.
- 10.3 Subject to the discretion of the Chair of the Committee, you as a petitioner can speak for up to 10 minutes. You may bring up to two supporters to the Committee who may speak on your behalf.
- 10.4 Councillors on the committee may ask you questions relating to the issue or issues that have been raised in the petition.
- 10.5 If you as a petitioner need any help making a statement to the committee - for example translation and or interpretation - please contact the Clerk to the Committee.
- 10.6 Following the consideration of a petition, the Public Petitions and General Purposes Committee will take a decision on action to be taken as follows.
- (a) Agree the issue(s) raised deserves further action and agree to refer the petition to another council committee, officer or other organisation.
 - (b) Agree the issue(s) raised does not merit further action; or
 - (c) Refer, with recommendations, for further action
- 10.7 You, as the petitioner, will be advised of the committee's decision in writing.

11.0 Further information

11.1 All letters and enquiries should be sent to:

Clerk to the Public Petitions and General Purposes
Policy Development Committee
Glasgow City Council
City Chambers
Glasgow
G2 1DU
Phone 0141 287 4737



Glasgow City Council

Petitions form

Please refer to the Guidance on Submission of Public Petitions before filling in this form. If you need more information or advice, please contact the Clerk to the Committee whose details are provided at the end of this form.

Details of principal petitioner

Please enter the name of person and organisation (if this applies) raising the petition. Please include a contact address where correspondence will be sent, a phone number and email address if available.

Name:

Address:

Phone number:

Email:

Petition statement

Title of Petition

Please write in no more than 250 words

- the purpose of your petition; and,
- the result you are looking to achieve from your petition

Action taken, if any, to resolve issues of concern before submitting the petition

Please enter below details of any individuals or organisations approached. You should attach copies of correspondence, including any responses. This information will be made available to the Public Petitions and General Purposes Policy Development Committee before it considers the petition.

Appearance before Committee

The Chair of the Public Petitions and General Purposes Policy Development Committee may invite petitioners to appear before the committee to speak in support of their petition.

Please indicate below whether you would like to make a brief statement to the committee when it is considering your petition.

*I **do** wish the opportunity to make a statement to the committee

*I **do not** wish to make a statement to the committee

*tick as appropriate

Signature of principal petitioner

When you are satisfied the petition meets all the conditions outlined in the Guidance on Submission of Petitions, you as the principal petitioner should sign and date the form in the box below.

Signature **Date**

Name in block capitals

Form A

Petition submitted by citizens

A petition must be supported by

- A minimum of 25 signatures from people living in the Glasgow Council area
- **or** have the support of the relevant Community Council

If gathering signatures please complete this part of the form.

Name	Address	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
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16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

OR

Support by Community Council

(Office Bearer
..... **Community Council**

*Please include the minutes of the Community Council meeting when the support was approved

Submission

Please send this form and attachments, by mail or in person to:

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

You can phone the Clerk on 0141 287 4737

Form B

Petition sent by local business(es) or organisations

A petition must be supported by:

- at least five other businesses or organisations on the Valuation Roll
- **or** have the support of the relevant Community Council

OR

Name and position held with business	Address of business or organisation	Signature
1.		
2.		
3.		
4.		
5.		

Support by Community Council

(Office Bearer
.....Community Council

* Please include the minutes of the Community Council meeting when the support was approved

Submission

Please submit this form and attachments by mail or in person to:

The Clerk to the Public Petitions and General Purposes Policy Development Committee
Glasgow City Council
City Chambers
Glasgow
G2 1DU
Phone: 0141 287 4737

公众请愿书允许市民可以直接向市政厅提出关心的问题。

本文件解释了向市政厅提交请愿书的过程。如果您需要除英语之外的语言协助请联系: Anne Marie Carr, 电话号码 : 0141 287 4737

Publiczne petycje pozwalają obywatelom zgłaszać problematyczne kwestie bezpośrednio do Urzędu Miasta.

Ten dokument opisuje proces składania petycji do Urzędu Miasta. Jeżeli potrzebujesz by pomoc została Ci udzielona w innym języku niż angielski, prosimy o kontakt. Anne Marie Carr 0141 287 4737

ی ن ارگن بجوم هک ار ی م هم لئ اسم هک ده دی م ن اکم ا ن ادن ورهش هب ی مومع ی اه هض ی رع
دننک حرطم ی رادرهش اب ام ی ق تسم ت سا

هب امش رگا . دن کی م هی جوت ی رادرهش هب ار ل اح ض رع م ی ل ست هس ورپ هوزج ن ی
هب ، کمک

اب دی ری گب س امت افطل دی راد زاین ، ی س ی ل گن ا ز ا ری غ ن اب ز ره

Verejné petície umožňujú občanom sa obrátiť vo veciach záujmu na mestskú radu.

Tento dokument vysvetľuje proces, ako podať petíciu na mestskú radu. Ak požadujete pomoc v inom jazyku ako v angličtine, prosíme kontaktujte Anne Marie Carr na telefónnom čísle 0141 287 4737.

عوامی عرضداشتوں (پبلک پٹیشنز) کے ذریعے شہری قابل توجہ مسائل براہ راست کونسل کے سامنے پیش
کر سکتے ہیں۔

یہ دستاویز کونسل کے سامنے عرضداشت پیش کرنے کے طریقے کی وضاحت کرتی ہے۔ اگر آپ کو انگریزی
کے علاوہ کسی اور زبان میں مدد درکار ہے تو برائے مہربانی ٹیلیفون نمبر 0141 287 4737 پر این میری
کار سے رابطہ کریں۔

Общественные петиции позволяют гражданам обращаться с вопросами непосредственно в муниципалитет.

В данном документе разъясняется порядок подачи петиций в муниципалитет. Если Вам требуется помощь на иностранных языках, кроме английского, обращайтесь к Анн Мари Карр по тел. 0141 287 4737

Petițiile publice permit cetățenilor să prezinte în mod direct Consiliului problemele care îi interesează.

Acest document explică procesul de depunere a unei petiții către Consiliu. Dacă aveți nevoie de asistență într-o altă limbă decât engleza, vă rugăm să contactați: Anne Marie Carr, tel: 0141 287 4737

市民可以透過公眾請願書而直接向地方議會提出他們所關注的問題。

這文件解釋如何提交請願書的程序。除了英文以外，如需要其他語言幫助，請聯絡： Anne Marie Carr, 電話號碼：
0141 287 4737.

Les pétitions publiques permettent aux citoyens de soulever un sujet d'inquiétude directement auprès de la Mairie.

Ce document explique la procédure à suivre pour déposer une pétition auprès de la Mairie. Si vous avez besoin d'aide dans une langue autre que l'anglais, veuillez contacter Anne Marie Carr au 0141 287 4737