Erewash Borough Council
Petition Scheme

The council recognises that petitions are a useful way in which people can let us know their concerns. A petition can be presented to Full Council or another meeting of the council by a member of the council or anyone who lives in the borough, is on the register of electors or has business or employment interests in the borough.

What is a valid petition?

A valid petition:

- is one submitted by anyone who lives in the borough, is on the register of electors or has business or employment interests in the Borough of Erewash;
- is relevant to a matter for which the council has responsibilities, powers or duties;
- must have five valid supporting signatories if you would like to publish an electronic petition on the Council’s website; A paper petition must also have a minimum of five valid signatories before being considered as a petition;
- is not an excluded topic*;
- does not relate to an issue previously considered by council as a petition, question or motion in the previous twelve months.

Please note that a petition which is considered to be vexatious, abusive or otherwise inappropriate will not be accepted and we will write to you to confirm this.

*Excluded topics:

- If the petition is about a planning or licensing application, or is a statutory petition (for example, requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply and you will be informed of these.
- Any matter which is considered to be ‘exempt’ under the Local Government Act 1972, Access to Information Act 1985, the Data Protection Act 1998, the Freedom of Information Act 2000 or the Environment Information Regulations 2004. This includes but is not restricted to information relating to an individual, information which is commercially sensitive, or which concerns information for which there are implications for the prevention or prosecution of a crime.
**How to draft your petition:**

Petitions submitted to the council whether as a paper petition or e-petition must include:

- A clear and concise statement giving your reasons for the petition, the subject of the petition and what action you would like the council to take.
- The contact details of the petition organiser. If the petition does not identify a petition organiser, we will contact the signatories to the petition to agree who should act as the petition organiser.
- The name, address, including the postcode, and signature of any person supporting and signing the petition.
- If it is an e-petition how long you would like the petition to remain open for signatures on the website.

**Deadline for submitting petitions to Full Council**

If you would like to present your completed petition to Full Council or another meeting of the council, please contact Democratic Services on 0115 907 1116 at least seven clear working days before the meeting is due to take place. A full list of meeting dates for all the council’s committees is available on the council’s website: [List of Full Council meeting dates](#)

All petitions have to be validated and it will be the decision of the Chief Executive whether the petition will be included on the Full Council agenda or if it is appropriate to refer it elsewhere. The only exception is when a petition has reached the threshold of 5,500 valid signatures. On this occasion, if it is confirmed as valid, the petition will automatically be included on the agenda for debate at the next available Full Council meeting.

**What happens next?**

If the petition is confirmed as valid by the Chief Executive, the council will write to you and confirm what will happen next. This may include:

- Taking the action requested in the petition.
- Referring the petition to a Lead Member, Chief Officer, Council Executive, Scrutiny Committee or another relevant council meeting for discussion and response.
- Presenting your petition to either Full Council or another committee of the council.
- If your petition has met the threshold of 5,500 valid signatures it will automatically be included on the agenda for the next available Full Council meeting for debate and you will be invited to present your petition.
All other petitions below the 5,500 threshold will be considered individually and you may be invited to present your completed petition to a meeting of the council and the Democratic Services team on 0115 907 1116 will inform you of the procedure.

If the council does not consider it to be a valid petition an explanation will be sent to you in writing.

**What can I do if I feel my petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the council’s Scrutiny Committee review the steps that the council has taken in response to your petition. The petition organiser will need to provide a short explanation of the reasons why the council’s response is not considered to be adequate.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at a future meeting.

**Further help and guidance**

If you would like help and information about how to draft your petition and the procedure please contact Democratic Services on 0115 9071116 or by email democratic@erewash.gov.uk.