

### E-Petition Guidance Notes

1. When an e-petition has been authorised by the administrators for publishing on the e-petition site it will be allowed to run for a period of 2 months, following which it will be closed down. Following the closure of an e-petition, the **'lead petitioner'** (see paragraph 2 below) will be informed as to what will next happen to their petition.
2. The person who is responsible for the petition will be the **'lead petitioner'**. They will be contacted by email once the petition is initiated. **They will need to provide a full postal address for communication. Without this information the petition will not be approved or published.**
3. When registering as a user to the online petition scheme, **all users must register with their real names and provide a valid post code** in order for the Council to ensure that individual is on the Register of Electors.
4. If a 'hard copy' petition is received in relation to a matter about which there is also an online petition, and it is petitioning for exactly the same thing, then the hard copy petition will be added to the online petition and they will close on the date of closure of the online petition.
5. Petitions about similar topics, but not with identical questions, will not be permitted - if there are two about similar topics then the second petition will be closed down.
6. Petitions in connection with planning applications cannot be accepted as they must be administered in connection with the relevant planning application.
7. Petitions whose nature is that of a complaint cannot be accepted but should be submitted through the Council's complaints procedure system by visiting:  
  
<http://www.eastriding.gov.uk/council/contact-the-council/tell-us-how-it-is-complaints-comments-and-compliments/>
8. The online petition facility cannot be used for petitions on Community Governance Reviews as these petitions require information about electors which cannot be held on this system. If you wish to initiate a Community Governance Review please contact the Democratic Services Manager on 01482 393210.
9. Petitions that are defamatory or of a personal nature, or are otherwise considered to be inappropriate will not be accepted.
10. Petitions cannot be set up that request action to be taken which is outside the Council's powers or remit, nor can they be in connection with other e-petitions whether local, regional or national.

To submit a petition online click on the following link <http://east-riding-petitions.firmstep.com/>

## E-Petition Guidance Notes

### Notes

- (a) When submitting a petition you must state whether you wish the petition to be considered by the relevant Council department (by officers) or by the relevant committee (by councillors). It is important that you state your preferred method for consideration as petitions will be dealt with automatically by the relevant Council department, unless otherwise stated.
- (b) The petition title should be a brief summary as to what the petition is setting out to achieve, for example, 'Traffic calming measures needed on Blossom Street'. The title must identify a specific issue that needs addressing which other users can immediately understand and make a judgment on.
- (c) In the body of the petition it is good to go into more detail about the issue that the measures proposed in the title should be brought in to solve. It is also advisable to describe how the problem affects the other users of the area and why the solution, if one is proposed, is the best way of solving the problem. Please be clear and concise in your phrasing.
- (d) Once you have submitted your petition it will be sent for approval by an Administrator. Once approved, you will receive a notification email and your petition will be published and signatures can begin to be collected for a specified period of time.
- (e) If the petition passes any of the signatory thresholds set by the Council, you will be notified and the Council will respond with the appropriate action.

If you require clarification on any of the above or wish to discuss the petitions process further please contact a member of Democratic Services by the following means:

Email: [scrutiny@eastriding.gov.uk](mailto:scrutiny@eastriding.gov.uk)

Telephone: 01482 393204/5/6

In writing to:

East Riding of Yorkshire Council  
Democratic Services  
Overview and Scrutiny  
County Hall  
Beverley  
HU17 9BA