

## **Terms and Conditions for Petitions**

### **Who can submit a petition?**

Anyone who lives, works or studies in the Runnymede area, including under 18's, may create and submit a petition to Runnymede Borough Council.

### **What petitions must include**

The petition must refer to a matter that is relevant to the functions of the Runnymede Borough Council. Petitions submitted to the Council must include:

- a clear and concise statement covering the subject of the petition;
- a statement about what action the petitioners wish the council to take;
- the name and address and signature of any person supporting the petition;
- 50 signatures or more for the petition to be considered, 750 signatures for a Senior Officer to give evidence at a public meeting of the Council's Overview and Scrutiny Select Committee and 1,500 signatures for a debate at full Council.

## Questions about petitions

### What is not allowed

A petition will **not** be accepted where:

- it is considered to be vexatious, abusive or otherwise inappropriate. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons;
- it refers to a planning or licensing application
- it refers to a decision for which there is an existing right of appeal, for example Council Tax banding
- it is a duplicate or near duplicate of a similar petition received or submitted within the last 6 months
- it refers to the conduct of a Councillor, who is/are subject to a separate Code of Conduct

Further information on the Council's procedures and how you can express your views are available here:

- Councillor's Code of Conduct
- Planning applications

- Licensing

### **More information**

Further details of the process for submitting, receiving and responding to petitions are set out in the [step by step guide](#) and [Runnymede Borough Council's petition scheme](#).