

Submitting a petition



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Submitting a petition gives you the opportunity to tell the Council what matters to you and help make a difference to your city and local community. It allows people to raise issues of public concern and gives councillors the opportunity to consider the need for change.

You can submit a petition if you are over the age of 16 years and are a resident in Edinburgh or you own a business that is on the Valuation Roll.

What kind of petitions are considered?

We will consider a broad range of subjects and themes – although they have to meet our petitions criteria. See more details in the appendix at the end of this document.

Previous petitions have included subjects such as bus services and payday loan companies. You'll find full details of all the petitions we have received to date at www.edinburgh.gov.uk/petitions

How many people will need to sign my petition?

Before your petition can be considered, it must be supported by the signatures of a number of people who are on the electoral register in Edinburgh or businesses on the Valuation Roll.

Type of petitions	Number of signatures required
Submitted by an individual	200
Petition involves a local issue	50
Petition submitted by a community of interest (ie, a group of people in the community who share a common interest or passion)	50
Submitted on behalf of a business	20 (local businesses on the Valuation Roll)

How can I submit a petition?

You can create, sign and submit a petition online using the Council's e-Petition facility. Visit www.edinburgh.gov.uk/petitions and click on "start a new petition".

As well as giving us your contact details, you'll need to supply a clear and concise statement (maximum 250 words) covering the main subject of the petition and details of action you wish the Council to take. **Please see suggestions 1 and 2.**

Once a petition has been submitted and approved, signatures can then be submitted via the e-Petition facility. The Council will manage this, but are unable to promote your petition. **Please see suggestion 3.**

You should take care not to include any information that you would not wish to be publicly available.

You can also submit your petition on paper by downloading the template on the Council website at the following link (www.edinburgh.gov.uk/petitions). Paper copies are also available from the Petition Officer. **Please see suggestions 2, 4 and 5.**

If the petition is being posted or handed in it should be clearly marked for the attention of the **Petitions Officer, Room 4.35, The City of Edinburgh Council, City Chambers, High Street, Edinburgh, EH1 1YJ.**

What happens next?

If your petition receives the required number of signatures by the closing date, it will be considered by a committee of the City of Edinburgh Council.

If you have indicated on the form that you wish to have the opportunity to make a statement before the committee, the Convener may invite you to appear before the committee to speak in support of your petition.

At the meeting, the committee can:

- a) request a report on the issues raised by you and the committee;
 - b) agree that the issues you raised do not merit further action and/or
 - c) agree to take any other appropriate action.
- You will be advised in writing of the committee's decision within ten working days.

Five suggestions to help you make the most of the petition process



1. Visit our petitions page at www.edinburgh.gov.uk/petitions to see previous petition statements.
2. Contact the petitions officers for feedback on your petition statement before you submit it – petitions@edinburgh.gov.uk
3. Using both e-petition and paper formats can help you gather the required number of signatures
4. If you are submitting a paper copy of the petition, please make sure you complete it in black ink
5. Use social media like Facebook and Twitter to promote your petition and gather signatures

Appendix – petition criteria

We will not accept a petition that relates to:

- 1.1 Planning, licensing or other matters where objections and appeals against decisions are dealt with by another process
- 1.2 A matter already being considered or scheduled to be considered by the Council or a committee
- 1.3 A decision of the Council or a committee within the previous six month period
- 1.4 A matter that is commercially sensitive, confidential or could cause personal distress or loss.

We will not accept a petition that contains:

- 2.1 names of people or details that could be used to identify a person.
- 2.2 false or defamatory statements
- 2.3 details that could damage a person's reputation or discriminate against them
- 2.4 offensive or inappropriate language
- 2.5 information protected by a court order or relating to an ongoing court case.

We will not accept a petition that is:

- 3.1 the same or very similar to petitions considered within the past 24 months
- 3.2 not within the Council's powers and remit.