

- **Ordinary petitions** - all other petitions will be dealt with as an ordinary petition (250 signatures or more but less than those detailed above) and we will reasonably determine how to deal with your petition and advise you as to what that process will be.

**Please note:** the Council will not take action on any petition which it considers to be vexatious, abusive or otherwise inappropriate.

## 5. Where do I submit my petition?

All paper petitions must be submitted to:

**Petitions Office**  
**Room 3E:01, County Hall**  
**Treyew Road**  
**Truro TR1 3AY**  
email: [petitions@cornwall.gov.uk](mailto:petitions@cornwall.gov.uk)  
telephone: 01872 323789

Alternatively you can deliver your petition to one of our one stop shops or out and about service.

## 6. E-petitions

The council welcomes e-petitions created and submitted through our website. In general e-petitions must follow the same guidelines as paper.

In addition petition organisers and subscribers must provide a valid email address and indicate the period for which the petition will be open to subscription. This will be a period between 1 month and 6 months from the date of registration.

Details of the council's e-petition scheme are available on [www.freepetition.co.uk/cornwall](http://www.freepetition.co.uk/cornwall)

If you would like this information in another format please contact:

**Cornwall Council**  
**County Hall**  
**Treyew Road**  
**Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

**[www.cornwall.gov.uk](http://www.cornwall.gov.uk)**

# Petitions

A bitesize guide for petitions

The Council welcomes petitions, whether paper, electronic or e-petitions created and submitted through our website and recognises that petitions are one way in which people can let us know their concerns.

## 1. What is a petition?

A petition is a formal request signed by at least 250 people who live, work or study in Cornwall (including those under 18) or use the service(s) to which the petition relates.

All petitions presented to Cornwall Council will be considered under the Council's Petition Scheme

[www.cornwall.gov.uk/petitions](http://www.cornwall.gov.uk/petitions)

Under the Council's Scheme, petitions that meet a certain threshold level (i.e. signed by a specific number of people) and relate to Cornwall wide issues will be considered for debate at full Council. Full details of thresholds are set out in Sections 4, 5 and 6 of the Council's full Petition Scheme. A summary of the thresholds are set out in item 4 of this bite size guide.

## 2. What are the guidelines for submitting a petition?

Any petition submitted to the Council must be signed by at least 250 people who live, work or study in Cornwall, (including those under the age of 18) or use the service(s) to which the petition relates.

If your petition relates to a planning or licensing application, is a statutory petition (i.e. requesting a referendum on having an elected mayor) or on a matter where there is already an existing right of representation or appeal other procedures will apply.

For further information on these procedures you can speak to the relevant department for planning and licensing or alternatively contact the Petitions Office.

Petitions submitted to the Council **must** include:-

- A clear and concise statement covering the subject of the petition stating what action the petitioners wish the Council to take
- The name, address and signature of any person supporting the petition (including email address for e-petitions)
- A summary of any action taken to resolve the issue including details of elected members that have been approached
- Details of the petition organiser (name, contact address and email address for e-petitions )
- Petitions should relate to the functions of the Council or other public services for which the Local Authority has a shared delivery responsibility.
- Wherever possible, petitioners, submitting paper petitions are encouraged to use the Cornwall Council petition form available from [www.cornwall.gov.uk/petitions](http://www.cornwall.gov.uk/petitions)

## 3. What will the Council do when it receives my petition?

- Your petition will be acknowledged within 3 working days of being received by the Council's Petition Office
- Within 15 working days of either receipt of a paper petition or closure of your e-petition, we will write to the lead petitioner explaining what we plan to do with the petition.
- All correspondence will be sent to the nominated petition organiser
- If we are able to do what your petition asks for we will either confirm that we have taken the action or will take the action requested with an indication of when that will happen.
- Details of the petition, including, wherever possible, all correspondence relating to the petition will be published on our website (all personal details will be removed).

## 4. How will the Council respond to petitions?

How we respond to a petition will depend on what your petition asks for and how many people have signed it. In summary:-

If you wish your petition to be debated at:-

- **Full Council** – your petition will need to relate to a Cornwall wide issue and be signed by **5,000 people or more.**