

# Teignbridge District Council Petitions Process

To be added into Section 4 (Council Meeting Procedural Rules)

1. Members of the Public and Members of the Council may present and submit a petition at ordinary meetings of Full Council.
2. A petition may only be presented if notice has been given by in writing or by email to Democratic Services ([democraticservicestdc@teignbridge.gov.uk](mailto:democraticservicestdc@teignbridge.gov.uk)) no later than five clear working days before the meeting i.e. Should the meeting be on a Thursday the deadline would be the Wednesday before at 5pm.
3. Petitions must include a clear and brief paragraph about the subject matter and ideally what action the Council is being asked to take.
4. The petition organiser must ensure they provide their name, address and contact details.
5. In order to be accepted, petitions must include at least fifty signatories (name, address and signature) from residents of Teignbridge. The petition organiser is responsible for the validity of the signatories.
6. In order to be accepted, the Monitoring Officer must be satisfied that the petition: relates to matters for which the Council is responsible for or which directly affect the District; does not relate to the personal affairs or conduct of individual members, planning or licensing matters; is trivial, offensive or frivolous or relates to a matter that has been debated in the last six months.
7. The petition must be presented in person and the petition formally handed to the Chair of the Council at a Full Council Meeting as part of a "Petitions" agenda item. The petition organiser will have an opportunity to address the Council for three minutes to present their petition before formally handing it to the Chair of the Council. If the petition organiser is unavailable to present the petition, they may nominate an alternative person to present the petition.
8. After being presented, the petition organiser will receive a written response from the relevant Member (e.g. the Leader, Member of the Executive or Chair of a Committee) no later than ten working days after the meeting to advise how the petition will be dealt with.
9. Democratic Services will store any presented petitions and retain the information contained within the petition until the subject matter of the petition has been dealt with.

10. This petitions process does not apply to valid petitions to change the Council's governance arrangements, which are instead governed by the Local Authorities (Referendums) (Petitions) (England) Regulations 2011.

## Example of a Petition Template

Petition to Teignbridge District Council			
Petition subject:			
Name of petition organiser:			
Address:		Email Address:	Contact number:
Use this space to include petition wording / call to action. We the undersigned....			
No.	Name	Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			