

## CHECKLIST

Before submitting your petition, please check the following:

- My petition does not apply to a planning or licensing application or is a statutory request.
- My petition states my request clearly and what actions I wish the Council to take.
- Signatures are valid i.e. contain a clear name, address and signature of supporters.
- My petition has clear contact details and states clearly who the petition organiser is.

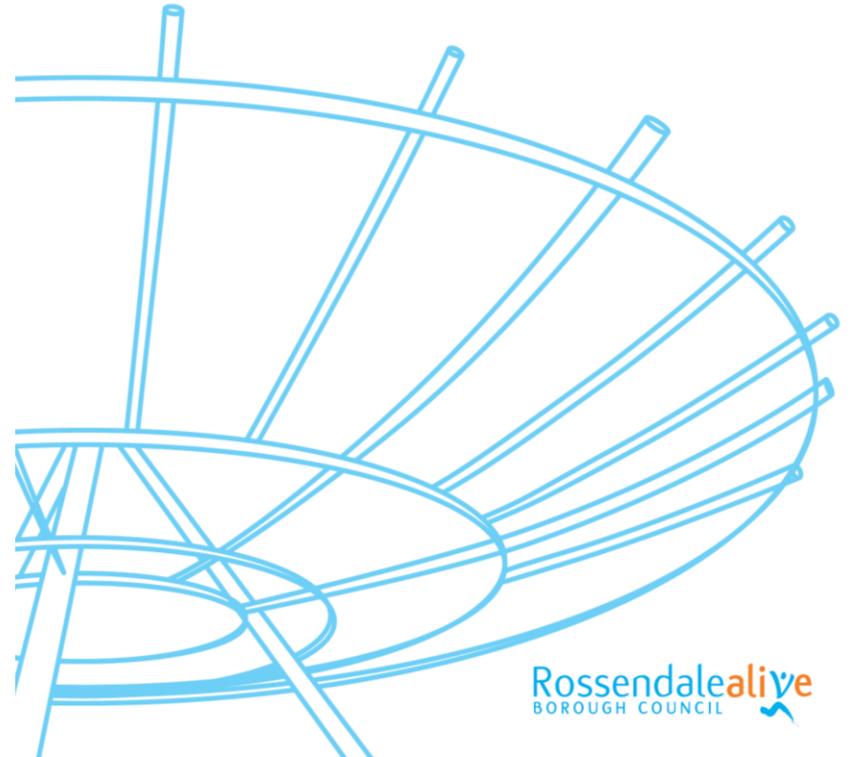
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## Contact Information

For more information on petitions please contact Committee and Member Services, 01706 252422, [democracy@rossendalebc.gov.uk](mailto:democracy@rossendalebc.gov.uk)



# Petitions Best Practice Guide



## Introduction

Rossendale's Constitution makes provision for members of the public to submit petitions to the council.

Petitions provide a mechanism for galvanizing public opinion and this guide provides tips for creating and submitting a petition to the council.

### What must my petition include?

- A clear and concise statement covering the subject of the petition and what action you wish the Council to take.
- A valid name, address and signature of any person supporting the petition (under 18's are advised to put their place of study as their address)
- Full contact details of the petition organiser.

### Where do I send my petition?

Petitions can be sent by post to:

Legal and Democratic Services  
Rossendale Borough Council  
The Business Centre  
Futures Park  
Bacup  
OL13 0BB

Petitions can also be created online using the following link: [http://epetition.rossendale.gov.uk/epetition\\_core/](http://epetition.rossendale.gov.uk/epetition_core/)

### What happens once I've submitted my petition?

All petitions sent or presented to the council will be acknowledged. The acknowledgement will be sent to the petition organiser detailing how the council intends to deal with the petition.

## Sample template for petitions:

To be completed by the petition organiser

Name of petition organiser:	
Address of petition organiser:	
Contact number / email address of petition organiser:	
Statement concerning the nature of the petition:	
What action the petitioners wish the council to take:	

### To be available for petitioners to sign:

Statement concerning the nature of the petition:			
What action the petitioners wish the council to take:			
Name	Address	Signature	Date Signed