



Guidance for E-Petitions

Who can submit a petition?

If you live, work or study in Carlisle you can organise an e-petition and the City Council will consider the matter.

What issues can my e-petition relate to?

A petition must relate to a matter which falls within the powers and duties of the Council, or the relevant body as determined by the Assistant Director (Governance) or which affects the District.

Who can sign an e-petition?

Anyone who lives, works or studies in Carlisle can sign a petition.

How do I start an e-petition?

When starting an e-petition, access the e-petitions homepage ([web link](#)) and select the 'Submit a new e-petition' option. Follow the instructions given.

What information should my e-petition contain?

Your e-petition will need to include the following:

- A title;
- A statement setting out what action you would like the Council to take;

Your petition will then be submitted to the Committee Services Section of the Governance Directorate. A member of staff will then contact you prior to the petition being signed off and going live on the system. Your local City Councillor and the Assistant Director of the relevant Directorate concerned will be notified of the details of the petition.

What happens to an e-petition that has been submitted?

An officer from the Committee Services Section will contact the lead petitioner to discuss when you wish your e-petition to go live on the website and also the appropriate time for when you wish to stop collecting signatures.

Can I still submit a paper petition?

Yes, paper petitions can still be submitted via your local City Councillor or directly to the Assistant Director (Governance) (see contact details below).

Petitions can also gather names in both paper and online forms, although repeat names will be removed. Where a dual exercise occurs, both forms should be run for the same period of time and must be submitted together. Committee Services should be informed if you are intending to do this.

How do I sign an active e-petition?

Anyone wishing to sign an e-petition simply has to click on a link on one of the Active Petitions via the homepage ([web link](#)).

Contact Details

In order to discuss submitting an e-petition or for further general information and advice, you can contact the Committee Services Section via:

- email: committeeservices@carlisle.gov.uk
or
- telephone: 01228 81036
or
- write to:

Assistant Director (Governance)
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG

NOTE

The Council reserves the right to refuse to accept any e-petition that is considered to be frivolous, vexatious or discriminatory. However, Committee Services Section will, where possible, suggest to the lead petitioner an amended form of word that is considered acceptable.

The Council accepts no liability for the content of petitions on these web pages. The views expressed should not be considered as those of the Council.