

## **Presenting a Petition**

If you live, work or study in Carlisle you can organise a petition and the Council will consider the matter. 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.

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

If you would like the petition to be presented to a meeting of the City Council, it should be submitted in writing to the Assistant Director (Governance) (contact details below) at least 14 days before the relevant meeting takes place.

Except where the matter raised by a petition appears as a separate item on the agenda of the relevant meeting, there shall be no discussion at the meeting on any matter raised by a petition, but any member may move that the matter be referred to the next meeting of the Executive of the appropriate committee, sub-committee, panel or working group which shall be put to the vote. If the petition has 1,000 signatories or more, it will be listed as a separate item on the City Council Agenda and debated by Council.

Petitions scheduled to be heard at a particular meeting shall be dealt with in order of receipt and in the event of there being insufficient time to hear them all, opportunity shall be given for them to be heard at a subsequent meeting.

### **At a meeting of the City Council**

- The petitioner will be asked by the Mayor to speak for not more than 5 minutes on the subject matter of the petition.
- Any Ward councillors will be given the opportunity to speak
- The Leader of the Council or the Portfolio Holder will present the report on the petition, which will be prepared by the relevant City Council officer
- Members will consider the matter and make a decision

### **After the meeting**

- The petitioner will be notified in writing, within 7 days of the meeting, confirming the decision which had been taken.

If the petition contains at least 500 signatures, a Chief Officer of the Council may be required to give evidence at a public meeting about something for which they are responsible as part of their service area.

If the petition has less than 500 signatures, the Council will consider what action to take. This might include holding a meeting, carrying out an investigation or taking the action requested in the petition.

## Contact Details

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

- email: [committeeservices@carlisle.gov.uk](mailto:committeeservices@carlisle.gov.uk)  
or
- telephone: 01228 81036  
or
- write to:

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