

A close-up photograph of a hand holding a white pen, writing on a document. The background is blurred, showing some faint text on the paper. The overall tone is professional and focused.

Quick Guide to the Petition Scheme

Introduction

Amber Valley Borough Council welcomes petitions from those who live, work, or study in Amber Valley and recognises that petitions are one way in which people can let us know their views on matters that affect their communities.

All petitions sent or presented to the Council will receive an acknowledgement within 10 working days of receipt. The acknowledgement will set out what the Council plans to do with the petition.

What are the guidelines for submitting a petition?

- A clear concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name, address and signature of any person supporting the petition.
- Contact details of the petition organiser.

How can I submit a petition?

Petitions can be sent by post to:

Assistant Director (Legal and Democratic Services) & Monitoring Officer
Amber Valley Borough Council,
Town Hall, Market Place, Ripley, Derbyshire. DE5 3BT

How will the Council respond to petitions?

The Council may take the following steps:

- Taking the action requested in the petition
- Considering the petition at a Council meeting
- Holding an inquiry into the matter
- Undertaking research into the matter
- Holding a public meeting
- Holding a consultation
- Holding a meeting with petitioners
- Referring the petition for consideration by the Council's Improvement & Scrutiny Committee (responsible for scrutinising the work of the Council)
- Calling a referendum
- Writing to the petition organiser setting out our views about the request in the petition

I want my petition to be considered at Full Council

Your petition must contain not less than 1,200 signatures if it is to be considered at Full Council.

I want an Officer to give evidence at a public meeting

Your petition must contain not less than 750 signatures and specify which of the following Officers you are asking to give evidence at a public meeting:

- Head of Paid Service
- Executive Director (Resources)
- Executive Director (Operations)
- Assistant Director (Legal and Democratic Services) & Monitoring Officer
- Assistant Director (Planning & Regeneration)
- Assistant Director (Landscape Services)
- Assistant Director (Well-being)

Other categories of petitions

If your petition has between 200 and 1,199 signatures (and it is not a request for a senior council officer to give evidence at a public meeting) it will be considered in the first instance by the Council's Management Team.

If your petition has between 10 and 199 signatures, it will be considered as part of the Council's published Complaints Procedure.

What petitions are excluded from this scheme?

Other procedures apply if your petition relates to a planning or licensing application, or is a statutory request. For example, if you submit a petition about a planning application, it will be acknowledged under the Petition Scheme and then forwarded to the Planning Department where it will be dealt with under planning procedures.

The Council will not take action on any petition which it considers to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this when acknowledging the petition. Vexatious petitions are those considered to cause unjustified distress, disruption or irritation.

What can I do if I feel my petition has not been dealt with properly?

You have the right to request that the Council's Improvement & Scrutiny Committee reviews the steps that the Council has taken in response to your petition.

Quick checklist for petition organiser

- 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 ie contain a clear name, address and signature of supporters.
- My petition is not vexatious, abusive or otherwise inappropriate.
- My petition has clear contact details and states clearly who the petition organiser is.

Contact information

For more information or for a copy of the full Petition Scheme, contact Democratic Services on 01773 841397.

