

DARTFORD

BOROUGH COUNCIL

PETITIONS GUIDELINES



If you require this document in large print, audio or braille or in a different language,
please contact Democratic Services on 01322 343434 or email:

memberservices@dartford.gov.uk

PETITIONS GUIDELINES

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PETITIONS GUIDELINES

A petition is defined as a communication in writing or using an electronic facility which is supported by the appropriate number of valid qualifying signatures

Ordinary Petitions – may trigger action/decision by an Officer under delegated authority or a report to Cabinet/Committee/Sub-committee etc. - the petition must be supported by no less than fifteen (15) valid qualifying signatures.

Ordinary Petitions exclude support for or opposition to planning and licensing applications

We will treat correspondence as a petition if it is identified as a petition, or if it seems to us that it is intended to be a petition. If we judge that the correspondence is not a petition, we will deal with it under another procedure (if applicable) e.g. the Council's Corporate Complaints Procedure.

Providing these Petitions Guidelines are followed, all petitions will receive a response.

Petitions may be rejected, if you do not follow these Petitions Guidelines.

1. How are petitions presented to the Council?

There are two options:

By **paper** petition, addressed and sent by post or hand delivered to:

- an elected Member; or
- your local ward Member; or
- a Council Officer;
- Democratic Services

Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1Dr

OR

By **ePetition**, presented through the Council's on-line [ePetitions facility](#) . [Refer to Part 2 for guidance on ePetitions]

2. Can a Councillor present my petition to a meeting of the Council?

A local ward member or another elected Councillor may at an ordinary meeting of the General Assembly of the Council present, on behalf of the lead petitioner, a petition which:

- (a) deals with an issue relating to the Council's responsibilities/functions; and/or
- (b) deals with anything relating to an improvement in the economic, social or environmental well-being of the Borough to which any of the Council's partners (e.g. Dartford Community Safety Partnership) could contribute.

The presentation of a petition by Councillors to the General Assembly of the Council will be limited to the giving of a brief indication of the content of the petition. No speech or debate will be allowed on the petition. The petition will either:

- (a) be dealt with by Officers under the Scheme of Delegations to Officers (where the function is delegated); or
- (b) where the function is not delegated to Officers, stand referred to the Cabinet or relevant Committee, Sub-committee, Board etc. for consideration.

3. Help and advice

If you would like advice on how to petition the Council or on how to present your petition to the Council, or would like your local ward Member or someone else to present it on your behalf and are unsure of the process, please contact Democratic Services on 01322 343434 or email memberservices@dartford.gov.uk

Petitioners are encouraged to use the Council's [Petitions Template](#) (Annex 3), which can be downloaded from the Council's website.

It would be helpful if petitions were typewritten or completed in black ink to facilitate checking, scanning and reproduction. If you need additional assistance in completing your petition, please contact Democratic Services for advice.

Petitions must not contain language, which is offensive, e.g. swear words, inflammatory, sarcastic or provocative language or other terms that could reasonably be considered as offensive by the reader. Petitions of this nature will be rejected.

Democratic Services can provide you with advice on the progress of your petition and meeting dates.

Where it is necessary to undertake a significant amount of work to collect information and advice to enable the matter to be properly considered, it may be necessary for the petition to be held over until the following scheduled meeting of the relevant body. Democratic Services will provide the lead petitioner with an explanation for the delay.

4. Data Protection

The Council complies with the Data Protection Act 2018 and the UK GDPR (derived from the General Data Protection Regulation (EU) 2016/79) and is registered as a data controller. Personal information provided by petitioners will be governed by the requirements of the Data Protection Act 2018 and may be processed by the Council in the performance of its statutory duties or for purposes required by law or where petitioners have given the Council permission.

In submitting a petition, petitioners are agreeing that the Council can use any personal information they send it for purposes connected with their petition.

Details of names, postal addresses, postcodes, telephone numbers and email addresses, will not be published without petitioners' express permission.

5. Equalities and diversity

The Council is subject to numerous legal duties relating to equalities e.g. race, disability, gender etc. The Council recognises and welcomes those duties, which are embraced in [Equality and Diversity Document Framework](#). These Petitions Guidelines are accessible to all.

6. Revisions to these Petitions Guidelines

Subject to publication on the Council's website and by any other method appropriate for bringing revisions to the attention of people who live, work or study in the Borough, these Petitions Guidelines may at any time be revised by the Head of legal Services.

Signature thresholds may be reviewed periodically, in the light of the number of petitions received and to ensure continued fitness for purpose.

7. Complaints

Complaints about these Petitions Guidelines must be raised in accordance with the Council's [Corporate Complaints Procedure](#).

PART 1

Paper Petitions

1. Who can submit a petition?

Anyone who is registered on the electoral role for the Borough, may submit and sign a petition.

2. What must I do before I submit a petition?

Before submitting a petition, please contact your local ward Councillor, Member of Parliament or Democratic Services, to check if the Council is already acting on your concerns and whether the Council is the most appropriate body to receive your petition, as sometimes your petition may be more appropriate for another public body, such as Kent County Council.

You must make sure that your petition:

- (a) deals with an issue relating to the Council's responsibilities/functions; and/or
- (b) deals with anything relating to an improvement in the economic, social or environmental well-being of the Borough to which any of the Council's partners (e.g. Dartford Community Safety Partnership) could contribute.

You must also make sure that your petition:

- (c) is titled AND includes a clear and concise statement covering the subject of the petition;
- (d) sets out clearly what action you want the Council to take;
- (e) is authenticated, by including the name, postal address and postcode (this must be a residential, business/workplace, school/college address in the Borough of Dartford), telephone number and email address of the lead petitioner or someone to whom you would like any correspondence about the petition to be sent (if a lead petitioner is not identified, Democratic Services will contact the first signatory to the petition to agree who should act as the lead petitioner);
- (f) is not invalid – see section 7 below, for examples of common causes for rejecting a petition;
- (g) is supported by the requisite number of qualifying signatures - see section 5 below, for guidance on the signature thresholds.

A 'qualifying signature' means the name, address and postcode (this must be a residential, business/workplace, school/college address in the Borough of Dartford), telephone number and signature of every person supporting the petition.

Your petition may be rejected, if any one or more of the requirements listed above, are not complied with. Any minor omissions e.g. no contact address will be corrected in consultation with the lead petitioner.

Petitioners' signatures and/or contact details may be subject to verification by the Council.

3. Will my petition be acknowledged?

The Leader of the Council will be notified of all petitions received

All petitions will be acknowledged by Democratic Services within 10 working days of us receiving the petition. The acknowledgement will be sent to the lead petitioner and we will let them know what we plan to do with the petition and when they can expect to hear from us again.

To ensure that people know what we are doing in response to the petitions we receive, the details (i.e. the subject matter of the petition, the date of receipt and the number of signatories) of all the petitions submitted to us, whether accepted or rejected, will be published on our website, except in cases where this would be inappropriate e.g. because of data protection, libel, discrimination etc. issues. Whenever possible, we will also publish all correspondence relating to the petition (contact details and signatures will be redacted).

Petitions will remain on the website for a period of 3 months from receipt.

The lead petitioner's contact details will only be published on the website, at their request.

You will be able to track progress of your petition. At each stage of the consideration of the petition, within 10 working days of any decision, Democratic Services will notify the lead petitioner and update the Council's website.

4. Who will take the decision/action on my petition?

4.1 Action/decision under delegated powers

Where the discharge of a function the subject matter of the petition is delegated to Officers under the Scheme of Delegations to Officers, Democratic Services will, within 10 working days of receipt of the petition, provide written notification to the lead petitioner, setting out who the petition will be referred to for action/decision under delegated powers.

In taking a decision/action under the Scheme of Delegations to Officers, Officers will, in consultation with the relevant Portfolio Member, have regard to the list of possible actions set out in section 9 and Annex 2 of these Petitions Guidelines. An adequate response is likely to be proportionate to the seriousness of the issue and level of support contained in the petition. The actions referred to in section 9 need to be among those considered, but should not be regarded as the only options.

Within 10 working days of the action/decision under delegated powers, the lead petitioner will receive from Democratic Services, written confirmation of the action/decision. The decision will be published on our website. The decision is final. There is no right of review against the decision.

Action taken by Officers under delegated authority will be reported to the local ward Member(s) and Cabinet.

4.2 Action by Cabinet/Committee/Sub-committee etc.

Democratic Services will, within 10 working days of receipt of the petition, provide written notification to the lead petitioner setting out who the petition will be reported to for consideration, when and where that will take place. The lead petitioner and the relevant ward Member(s) will be invited to attend the meeting as observers. There is no right to address the decision-making body. Petitioners may attend the meeting as observers.

Where the subject matter of the petition concerns a local ward, at the same time as acknowledging receipt of the petition to the lead petitioner, Democratic Services will send a copy of the petition to the local ward Member(s).

In any case where the subject matter of the petition is likely to lead to the discussion of confidential or exempt information requiring a Cabinet/Committee/Sub-committee resolution to hold the meeting in private, Democratic Services will explain the reasons and process to the lead petitioner. This notification will be published on our website.

Petitions will generally be reported to the next scheduled meeting of the relevant decision making body - however, this may not always be possible. If your petition cannot be reported to the next scheduled meeting, the reasons for this will be explained to the lead petitioner.

Within 10 working days of the meeting, the lead petitioner will receive from Democratic Services, written confirmation of the decision. The decision will be published on our website. The decision is final. There is no right of review against the decision.

5. What matters can my petition NOT refer to?

- (a) any matter relating to a planning decision e.g. an enforcement decision relating to any development, planning permission/refusal, local plan policy, community infrastructure levy etc. (see Petitions Template at Annex 3 – Note 5);
- (b) any matter relating to a licensing decision e.g. alcohol, gambling or sex establishment licensing decision (see Petitions Template at Annex 3 – Note 5);
- (c) any matter relating to a housing application;
- (d) any matter relating to road traffic regulation issues, street management, highways or public transport issues in the Borough of Dartford (see Petitions Template at Annex 3 – Note 6); ,
- (e) statutory petitions e.g. requesting a referendum on having an elected mayor or on a proposed council tax increase)- specific statutory processes apply,
- (f) any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment (other than the right to complain to the Local Government Ombudsman) e.g. council tax banding and non-domestic rates;
- (g) any matter which is vexatious, abusive, discriminatory or not reasonable to be included in a committee agenda (see sections 6 and 7 below);
- (h) any matter over which the Council has no direct control (see section 10 below).

If your petition relates to any of the matters referred to above, subject to the exception referred to below, other procedures will apply. Further information on

these procedures and how you can express your views is available by contacting Democratic Services.

Exception:

Failure to deliver services in the areas referred to in (a) – (c) above, remains within the scope of the Council’s duty to respond to the petition in accordance with these Petitions Guidelines e.g. a petition about the Council’s failure to deliver an effective service for planning applications would be within scope;

When a petition deals with an excluded matter, we will acknowledge receipt of the petition within 10 working days of its receipt and explain why the matter is not covered by these Petitions Guidelines and explain and/or direct you to the relevant procedure.

6. How will the Council deal with vexatious, abusive, unreasonable or otherwise inappropriate petitions?

Petitions which are considered to be vexatious, abusive, unreasonable or otherwise inappropriate will be rejected. In deciding whether a petition is vexatious, abusive, unreasonable or otherwise inappropriate, we will have regard to the Council’s Policy on Unreasonably Persistent and Vexatious Complainants.

The deciding factor in most cases will be the subject matter of the petition, rather than the personality of the petitioners or the manner in which the issue is supported.

The relevant Director has the authority to reject vexatious, abusive, unreasonable or otherwise inappropriate petitions. Their decision to reject a petition is final - there is no right of review against the decision.

Within 10 working days of the decision to reject the petition, Democratic Services will notify the lead petitioner of the reasons for rejecting the petition and update the Council’s website.

7. What constitutes an invalid/inappropriate petition? – common causes for rejecting a petition¹

We believe that the vast majority of petitions we receive will be accepted, but in certain circumstances, petitions may be rejected. Any one or more of the following factors will invalidate a petition and result in its rejection by the relevant Director, whose decision is final:

- the petition contains less than the required number of signatures;
- the petition is not authenticated as required by these Petitions Guidelines;
- the petition is signed by persons who do not live, work or study in the Borough of Dartford and/or who are not registered electors;
- the petition is outside the remit or powers of the Council, Cabinet etc.;
- the petition contains potentially libelous, false, or defamatory statements;
- the petition is discriminatory;
- the petition contains language which is offensive, intemperate, or provocative;
- the petition is similar to and/or overlaps with an existing petition or petitions;
- the petition contains false or incomplete names and addresses;
- the petition contains links to third party websites;

¹ Please note that this list is not exhaustive

- the petition is intended to be humorous, or have no point to make about the Council's functions/responsibilities;
- the petition does not request any action by the Council;
- the petition relates to a personal issue/case;
- the petition targets individual members of the community or groups within the community;
- the petition raises personal and/or character issues about a Council Officer;
- the petition contains wording that is impossible to understand;
- the petition is a commercial endorsement, promotion of a product, service or publication, or statements that amount to adverts;
- the petition targets family members of elected Councillors, Co-optees or Council Officers;
- the petition contains material which is potentially confidential, commercially sensitive, or which may cause personal distress or loss;
- the petition contains party political material;
- the petition relates to matters which are subject to ongoing legal proceedings or are sub-judice;
- the petition calls upon the Council to 'recognise' or acknowledge' something (in this case, the petition does not clearly call for a recognisable action);
- the petition deals with employee relations e.g. employees terms and conditions of contract;
- the petition deals with disciplinary or grievance matters;
- the petition deals with an 'excluded matter' e.g. planning, licensing, road traffic regulation order and housing applications [see section 5 above];
- the petition refers to information which is protected by an interdict or court order;
- the petition calls for something which goes against Council policy;
- the petition is the same or substantially the same/similar as one submitted within the previous six months;
- the petition is vexatious, abusive, unreasonable or otherwise inappropriate [see section 6 above];
- the petition is received during a period when the Council is subject to restrictions e.g. immediately before elections or referendums [refer to section 8 below, for an explanation of how we will deal with the petition];
- petitions which allege breaches of the law or codes of practice;
- a petition relating to any matter which is considered to be 'exempt' under the Local Government Act 1972, Local Government (Access to Information) Act 1985, the Data Protection Act 2018, the Freedom of Information Act 2000 or the Environment Information Regulations 2004 - this includes, but is not restricted, to information relating to an individual, information which is commercially sensitive, or which concerns information for which there are implications for the prevention or prosecution of a crime.

We will not take action on any petition which we consider to be invalid and will explain the reasons for this to the lead petitioner in our acknowledgement of the petition.

If we decide not to accept your petition, we will contact the lead petitioner within 10 working days of its receipt, to explain the reasons. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days of our notification, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of our website.

The decision on what constitutes an invalid petition and its rejection, is ultimately one for the relevant Director, whose decision is final. There is no right of review against this decision.

8. What happens to a petition submitted immediately before an election or referendum?

In the period immediately before an election or referendum, we may need to deal with your petition differently – if this is the case, we will explain the reasons and discuss the revised timescale with you.

9. How will the Council respond to petitions?

Our response to a petition may include one or more of the following:

- (a) taking the action requested in the petition;
- (b) considering the petition under Officer delegated authority or if applicable, at a meeting of the Cabinet, Cabinet, Committee/Sub-committee;
- (c) holding an inquiry into the matter;
- (d) holding a public meeting;
- (e) holding a consultation;
- (f) holding a meeting with the lead petitioner;
- (g) referring the petition for consideration by the Policy Overview Committee, a sub-committee of Scrutiny Committee or the Crime and Disorder (Overview and Scrutiny) Committee;
- (h) calling a referendum;
- (i) writing to the lead petitioner, setting out our views about the request for action referred to in the petition.

In addition to these steps, we will consider other specific actions we can potentially take on the issues highlighted in the petition. The table in Annex 2 provides examples.

10. How will the Council deal with a petition over which it has no direct control?

If your petition is about something over which the Council has no direct control (for example the local railway or hospital), we will consider making representations on behalf of the community to the relevant body. Petitioners should recognise that the Council may have limited influence over external bodies/organisations.

The Council works with a large number of local partners e.g. through the Dartford Community Safety Partnership on crime and disorder related issues and where possible, will work with these partners to respond to your petition. If we are not able to do this e.g. if what the petition calls for, conflicts with Council policy, then we will set out the reasons for not taking action.

You can find more information on the services for which the Council is responsible and its partners on its website.

If your petition is about something that another council is responsible for, we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event, we will always notify you of the action we have taken.

If a petition relates to the responsibilities of one of our partners, then the petition will be forwarded to that partner for them to deal with, unless the petition relates to an improvement in the economic, social or environmental well-being of the Borough. In those cases, the petition will be considered under these Petitions Guidelines.

Where a petition relates to a matter over which the Council has no responsibility or influence, we will return the petition to the lead petitioner with an explanation for that decision.

We will notify the lead petitioner of the steps we intend to take within 10 working days of receipt of the petition. This notification will be published on the Council's website.

11. What can I do if I feel that the response to my petition is inadequate?

There is no right of review against decisions.

PART 2

ePetitions

The Council welcomes ePetitions, which are created and submitted through its [website](#). The Council will not respond to ePetitions which are submitted by other means e.g. email chain/pyramid. ePetitions will be rejected, if submitted by other means.

ePetitions are presented on the ePetitions website in the order in which they are received. All ePetitions (including the subject matter of paper based petitions), whether accepted or rejected, will be maintained on the Council's website for 3 months, from the date of receipt and then archived.

The Council's ePetitions website is compliant with web accessibility standards.

ePetitions must follow the same guidelines as paper petitions referred to in Part 1 of these Petitions Guidelines.

During politically sensitive periods, such as prior to an election, politically controversial material may need to be restricted.

1. How do I sign an ePetition?

You MUST register to use the Council's ePetitions facility, before you can provide a 'signature' in support of an ePetition

The lead petitioner will need to provide us with their name, postal address, postcode and e-mail address before submitting their petition for review by Democratic Services. People visiting the ePetition website will be able to see the lead petitioner's name, but not their contact details.

Before you sign an ePetition, you will be asked to either register as a new user – you will need to provide your name, postal address, postcode and e-mail address or, if you are already registered as a user, you will be asked for your user name and password. When you have submitted this information, you will be sent an e-mail to the e-mail address you have provided. This e-mail will include a link, which you must click on in order to confirm the e-mail address is valid. Once this step is complete, your 'signature' will be added to the petition. People visiting the ePetition website will be able to see your name in the list of those who have signed it, but your contact details will not be visible.

2. What information should my ePetition contain?

Your ePetition will need to include:

- A title, which in as few words as possible, should identify what your petition is about e.g. antisocial behaviour in High Street Dartford;
- A statement (ideally limited to no more than five lines), explicitly setting out what action you would like the Council to take and reasons why you consider the action requested to be necessary e.g. 'calling on the Council to urge the Government to consider the need for new legislation to tackle anti-social behaviour';
- Any other information, which you feel, is relevant to your ePetition. DO NOT include links to other websites.

3. How long does my ePetition remain open for signatures?

We will decide when a request to host an ePetition is received by a lead petitioner, whether the petition is appropriate for publishing on our website. Please refer to the guidelines on what constitutes an invalid petition at section 7 of these Petitions Guidelines.

If we agree to host your ePetition, your ePetition will remain open for 'signatures' for a maximum period of 4 weeks, but you can choose a shorter time frame.

When the ePetition reaches its closing date, you will no longer be able to sign it online. The list of signatories will be collated by Democratic Services and the lead petitioner contacted regarding the submission of the completed ePetition.

Whilst the Council will host ePetitions on its website, it will not promote individual ePetitions. It is therefore down to the lead petitioner, to raise awareness about their ePetition.

4. How long will it take to publish my ePetition on-line?

When you create an ePetition, it may take up to 10 working days before it is published online. This is because we have to check that the content of your ePetition is suitable, before it is made available for 'signature'.

5. Can I change and resubmit my ePetition if it is considered to be inappropriate for publication?

If we decide not to host your ePetition, we will contact the lead petitioner within 10 working days of its receipt, to explain the reasons. You will be able to change and resubmit your ePetition if you wish. If you do not do this within 10 working days of our notification, a summary of the ePetition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

The relevant Director's decision not to host your ePetition is final. There is no right of review against this decision.

6. What happens to my ePetition when the ePetition closes for signatures?

When an ePetition has closed for 'signature', it will automatically be submitted to Democratic Services. In the same way as a paper petition, the lead petitioner will receive an acknowledgement within 10 working days. An email acknowledgement will also be sent to the 'signatories' to the ePetition.

7. Can I ask for a review of the Council's response/decision on my ePetition?

There is no right to review of a decision.

8. Can I still submit a paper petition in addition to my ePetition?

You CANNOT run both an online and paper version of your petition.

9. Disclaimer

The Council accepts no liability for the ePetitions on its web pages. The views expressed in ePetitions do not necessarily reflect those of the Council.

If you are having problems submitting an ePetition or would like further advice and information, please contact Democratic Services (contact details below) and we will be happy to assist you.

Civic Centre
Home Gardens
Dartford
Kent DA1 1DR
Tel: 01322 343434
Email: memberservices@dartford.gov.uk

ANNEX 1 - RULES OF PROCEDURE

Consideration of petitions by the Cabinet, Committees, Sub-committees etc.

All meetings will be held in public, unless the confidential/exempt information rules in Standing Orders 46 and 50 apply

- (a) petitions will be reported to the next scheduled meeting of the body concerned – if this is not possible, an explanation will be given to the lead petitioner;
- (b) the relevant Director will produce a report on the subject matter of the petition;
- (c) Standing Order 19 'Members' Interests' and Standing Orders 46 – 51 'Access to Information Procedure Rules' will apply;
- (d) petitions will be considered in the order they are received², unless the Chairman at the meeting, determines otherwise;
- (e) the relevant Officer/Director will be invited to address the meeting;
- (f) a maximum of fifteen (15) minutes will be permitted for the debate of each petition, unless the Chairman agrees to an extension of time.

Decision - making

The decision making body will have regard to the list of possible actions set out in section 9 and Annex 2 to these Petitions Guidelines. The response to the petition should be proportionate to the seriousness of the issue and level of support contained in the petition. The actions referred to in section 9 above need to be among those considered, but should not be regarded as the only options.

By way of example:

- the Cabinet/Committee/Sub-committee may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, commission a scrutiny investigation by the Crime and Disorder (Overview and Scrutiny) Committee/sub-committee of Scrutiny Committee, a review by Policy Overview Committee, or lobby partner organisations on behalf of the community.

The Policy Overview Committee, Scrutiny Committee and the Crime and Disorder (Overview and Scrutiny) Committee cannot overturn decisions of the General Assembly of the Council, Cabinet and partner organisations etc. The Committees cannot substitute their own actions for those already taken or proposed to be taken. The Committees can however request a review of policies and/or procedures.

Within 10 working days of the meeting, Democratic Services will notify the lead petitioner of the decision and copy the lead petitioner into any reports and recommendations. The lead petitioner will be advised that there is no right to a review of the decision.

² In practice, where one person has submitted more than one petition, his/her second petition will be taken after consideration of the first petition submitted by each other person, and so on

ANNEX 2

EXAMPLES OF THE TYPES OF ACTION THE COUNCIL CAN TAKE

Petition subject	Appropriate steps
Alcohol related crime and disorder	<p>If your petition is about crime or disorder linked to alcohol consumption, the Council will, among other measures, consider the case for placing restrictions on public drinking in the area, by establishing a designated public place order or, as a last resort, imposing an alcohol disorder zone. When an alcohol disorder zone is established the licensed premises in the area where alcohol related trouble is being caused are required to contribute to the costs of extra policing in that area. The Council's response to your petition will set out the steps we intend to take and the reasons for taking this approach.</p>
Anti-Social Behaviour (ASB)	<p>As the elected representatives of your local area, as social landlord and licensing authority, the Council has a significant role to play in tackling anti-social behaviour. The Council, in conjunction with our partners in the local crime and disorder partnership have set out minimum service standards for responding to issues of anti-social behaviour.</p> <p>When responding to petitions on ASB, we will consider in consultation with our local partners, all the options available to us including the wide range of powers and mechanisms we have to intervene as part of our role as social landlord and licensing authority. For example, we will work with the neighbourhood policing team in the affected area to identify what action might be taken, including what role CCTV might play, consider identifying a dedicated contact within the Council to liaise with the community and neighbourhood partners on issues of ASB in the area in question and, where appropriate, we will alert the Dartford Community Safety Partnership and Crime and Disorder (Overview and Scrutiny) Committee to the issues highlighted in the petition.</p>

ANNEX 3

PETITIONS TEMPLATE

THE DARTFORD BOROUGH COUNCIL PETITIONS TEMPLATE

Please refer to the attached Notes **BEFORE** completing this Petitions Template

Petition: Ref (for office use)

ALL sections of this Template must be completed

If you require any further information or advice, please contact Democratic Services
(Tel: 01322 343434) or email memberservices@dartford.gov.uk

TITLE of petition:

Details of lead petitioner (petition organiser)		refer to NOTE 4(e)
Please complete the following - only the lead petitioner's name and no other details will be published on the Council's website.		
Name (please print):		
Address (please print) <i>Either a residential, business/workplace or school/college address in the Borough of Dartford</i>		
Postcode:		
Tel Number & area code:		
email:		
Is this petition supported by the local ward Member(s)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please name the local ward Member(s)		
DATA PROTECTION	We will use the personal information you give us to administer our petitions service. Our lawful bases for processing your personal information are: <ul style="list-style-type: none">• consent – Article 6(1)(a) UK GDPR• necessary for compliance with legal obligation to which we are subject – Article 6(1)(c) UK GDPR• necessary for the performance of a task in the public interest- Article 6(1)(e) UK GDPR and Data Protection Act 2018, s8(c), pursuant to the Local Democracy, Economic Development and Construction Act 2009. Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk Please refer to our Corporate Privacy Notice and the Privacy Notice for the Petitions Service for further details on how we process your personal information and your rights.	

Petition statement

refer to NOTES 4(a),(b),(c) & (d)

Please state clearly the purpose of your petition and what action you wish the Council to take

Please limit any additional information to no more than 4 sides of A4 paper

Action taken to resolve issues of concern before submitting the Petition

You may have already raised your concerns with the relevant Council department or other agency and it would be helpful if you could briefly outline what measures, if any, you have taken. This could include, for example, details of any individuals or organisations approached. Please limit any information to no more than 2 sides of A4 paper.

Presenting your petition

refer to NOTES 4(g), 5 & 6

Your petition MUST be supported by the appropriate number of qualifying signatures

As the lead petitioner, you may be invited to appear before a body of Councillors to speak in support of the petition and also to answer any questions which Councillors may wish to put to you and assist them in reaching their decision.

You may be accompanied by one supporter who may speak on your behalf.

Signature of lead petitioner

When satisfied that the petition meets all the criteria outlined in the Notes, the lead petitioner MUST sign and date the form in the box below.

All other signatures in support of the petition, must be appended to this Petitions Template.

Signature**Date**
NAME (in BLOCK letters)

Appended Information

Please ensure that the following items are appended to this form:

- | | |
|---|------------------------------|
| 1. Signatures to the petition | <input type="checkbox"/> Yes |
| 2. Copies of relevant correspondence | <input type="checkbox"/> Yes |
| 3. Any additional information for consideration | <input type="checkbox"/> Yes |

Submission

Please submit this Petitions Template and attachments – by post or in person – to:

- your local ward Member;
- an elected Councillor;
- a Council Officer;
- Democratic Services - memberservices@dartford.gov.uk

Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

or SCAN the Template and supporting signatures and email memberservices@dartford.gov.uk

NOTES

1. TYPES OF PETITION

1. **Ordinary Petitions** (minimum fifteen (15) valid qualifying signatures) - referred to an Officer for action/decision under delegated authority or to the Cabinet, relevant Committee, Board etc - (the Petitions Guidelines apply) .Ordinary Petitions exclude support for or opposition to planning and licensing applications (refer to Note 5).
2. **Planning and Licensing Applications' Petitions** (not subject to minimum qualifying signature threshold) – refer to NOTE 5.
3. **Road traffic regulation matters, street management, highways or public transport issues in the Borough of Dartford related Petitions** – refer to NOTE 6.

2. WHO CAN SUBMIT A PETITION?

Any person who is registered on the electoral role for the Borough, may submit a petition.

3. HOW WILL VEXATIOUS, ABUSIVE OR OTHERWISE INAPPROPRIATE PETITIONS BE DEALT WITH?

Petitions must not be vexatious, abusive or otherwise inappropriate. Petitions of this nature will be rejected.

4. WHAT MUST I DO BEFORE I SUBMIT A PETITION?

You must make sure that your petition:

- (h) deals with an issue relating to the Council's responsibilities/functions; and/or
- (i) deals with anything relating to an improvement in the economic, social or environmental well-being of the Borough to which any of the Council's partners (e.g. Dartford Community Safety Partnership) could contribute.

You must also make sure that your petition:

- (j) is titled AND includes a clear and concise statement covering the subject of the petition;
- (k) sets out clearly what action you want the Council to take;
- (l) is authenticated, by including the name, postal address and postcode (this must be a residential, business/workplace, school/college address in the Borough of Dartford), telephone number and email address of the lead petitioner or someone to whom you would like any correspondence about the petition to be sent (if a lead petitioner is not identified, Democratic Services will contact the first signatory to the petition to agree who should act as the lead petitioner);
- (m) is not invalid – see below, for examples of common causes for rejecting a petition;
- (n) is supported by the requisite number of qualifying signatures - see section 1 above for guidance on the signature thresholds.

A 'qualifying signature' means the name, address and postcode (this must be a residential, business/workplace, school/college address in the Borough of Dartford), telephone number and signature of every person supporting the petition.

Your petition may be rejected, if any one or more of the requirements listed above, are not complied with. Any minor omissions e.g. no contact address will be corrected in consultation with the lead petitioner.

Petitioners' signatures and/or contact details may be subject to verification by the Council.

5. CAN MY PETITION SUPPORT OR OPPOSE A PLANNING OR LICENSING APPLICATION?

YES – such petitions do not require a specific number of signatures in support of or in opposition. We will accept signatures from persons living, working or studying outside the Borough. It will be part of the decision making process to decide what weight should be given to the representations made and whether or not they have a material effect on interests outside the Borough.

If your petition supports or opposes a **planning application**, complete this Petitions Template and address it to the Development Control Manager, Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR or hand it to your local ward Member or an elected Councillor. The petition will be presented to the Development Control Board when it determines the application.

If your petition supports or opposes a **licensing application**, complete this Petitions Template and address it to the Enforcement and Regulatory Services Manager, Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR or hand it to your local ward Member or an elected Councillor. The petition will be presented to the Licensing Sub-committee when it determines the application.

Please note that any correspondence on matters related to the petition, will be with the lead petitioner only.

6. CAN MY PETITION RELATE TO A HIGHWAY MATTER?

YES - but please note that the Council may have limited influence over the subject matter of the petition as it is not the highway authority.

If your petition relates to road traffic regulation matters, street management, highways or public transport issues in the Borough of Dartford, complete this Petitions Template and address it to Democratic Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR or hand it to your local ward Member or an elected Councillor. The petition will be presented to the Joint Transportation Board, which is a forum for consultation between Kent County Council (the highway authority) and Dartford Borough Council. The petition will then be forwarded to the County Council for consideration.

Please note that any correspondence on matters related to the petition, will be with the lead petitioner only.

7. WHAT CONSTITUTES AN INVALID PETITION? – common causes for rejecting a petition

Any one or more of the following factors will invalidate a petition and result in its rejection:

- the petition contains less than the required number of signatures;
- the petition is not authenticated as required by these Petitions Scheme Guidelines or Ordinary Petitions Guidelines;
- the petition is signed by persons who do not live, work or study in the Borough of Dartford and/or who are not registered electors;
- the petition is outside the remit or powers of the Council, Cabinet etc;
- the petition contains potentially libelous, false, or defamatory statements;
- the petition is discriminatory;
- the petition contains language which is offensive, intemperate, or provocative;
- the petition is similar to and/or overlaps with an existing petition or petitions;
- the petition contains false or incomplete names and addresses;
- the petition contains links to third party websites;
- the petition is intended to be humorous, or have no point to make about the Council's functions/responsibilities;
- the petition does not request any action by the Council;
- the petition relates to a personal issue/case;
- the petition targets individual members of the community or groups within the community;
- the petition raises personal and/or character issues about a Council Officer;
- the petition contains wording that is impossible to understand;
- the petition is a commercial endorsement, promotion of a product, service or publication, or statements that amount to adverts;
- the petition targets family members of elected Councillors, Co-optees or Council Officers;
- the petition contains material which is potentially confidential, commercially sensitive, or which may cause personal distress or loss;
- the petition contains party political material;
- the petition relates to matters which are subject to ongoing legal proceedings or are sub-judice;
- the petition calls upon the Council to 'recognise' or acknowledge' something (in this case, the petition does not clearly call for a recognisable action);
- the petition deals with employee relations e.g. employees terms and conditions of contract;
- the petition deals with disciplinary or grievance matters;
- the petition deals with a matter for which other procedures apply e.g. housing application;
- the petition refers to information which is protected by an interdict or court order;
- the petition calls for something which goes against Council policy;
- the petition is the same or substantially the same/similar as one submitted within the previous six months;
- the petition is vexatious, abusive or otherwise inappropriate;
- the petition is received during a period when the Council is subject to restrictions e.g. immediately before elections or referendums;
- petitions which allege breaches of the law or codes of practice;
- a petition relating to any matter which is considered to be 'exempt' under the Local Government Act 1972, Local Government (Access to Information Act) 1985, the Data Protection Act 2018, the Freedom of Information Act 2000 or the Environment Information Regulations 2004 - this includes, but is not

restricted, to information relating to an individual, information which is commercially sensitive, or which concerns information for which there are implications for the prevention or prosecution of a crime.

The decision on what constitutes an invalid/inappropriate petition and its rejection, is ultimately one for the relevant Director, whose decision is final. There is no right of review against this decision.

SIGNATURES IN SUPPORT OF THE PETITION

[Refer to Notes 1, 4(g), 5 & 6]

DATA PROTECTION: We will use the personal information you give us to administer our petitions service.

Our **lawful bases** for processing your personal information are:

- consent – Article 6(1)(a) UK GDPR
- necessary for compliance with legal obligation to which we are subject – Article 6(1)(c) UK GDPR
- necessary for the performance of a task in the public interest- Article 6(1)(e) UK GDPR and Data Protection Act 2018, s8(c),

pursuant to the Local Democracy, Economic Development and Construction Act 2009.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk Please refer to our [Corporate Privacy Notice](#) and the [Privacy Notice for the Petitions Service](#) for further details on how we process your personal information and your rights.



Petition statement - Please provide a SUMMARY of the purpose of your petition and what action you wish the Council to taken
:

NAME (please print)	ADDRESS & POSTCODE (please print) <i>Either a residential, business/workplace or school/college address in the Borough of Dartford</i>	TELEPHONE NO (including area code) or EMAIL ADDRESS	SIGNATURE
