

**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 Member Services (Tel: 01322 343430) 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 www.dartford.gov.uk		
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	NO
If yes, please name the local ward Member(s)		
DATA PROTECTION	<p>We will use the personal information you give us to administer our petitions service.</p> <p>Our lawful bases for processing your personal information are:</p> <ul style="list-style-type: none"> • necessary for the performance of a task in the public interest; or • in the exercise of official authority vested in us, • <p>pursuant to the Local Government Act 1972, Local Government and Housing Act 1989, Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Democracy, Economic Development and Construction Act 2009, Localism Act 2011, Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and Openness of Local Government Bodies Regulations 2014.</p> <p>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 at www.dartford.gov.uk for further details on how we process your personal information and your rights.</p>	

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
6

refer to NOTES 4(g), 5 &

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
2. Copies of relevant correspondence
3. Any additional information for consideration

Yes
Yes
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;
Member Services

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 lives, works or studies in the Borough of Dartford, including children and young people aged under 18 and/or persons 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:

- (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 and Gravesham 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, Member Services will contact the first signatory to the petition to agree who should act as the lead petitioner);
- (f) is not invalid – see below, for examples of common causes for rejecting a petition;
- (g) 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 Member 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:

- necessary for the performance of a task in the public interest; or
- in the exercise of official authority vested in us,

pursuant to the Local Government Act 1972, Local Government and Housing Act 1989, Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Democracy, Economic Development and Construction Act 2009, Localism Act 2011, Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and Openness of Local Government Bodies Regulations 2014.

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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

