

LANCASTER CITY COUNCIL – PETITIONS SCHEME

As part of its Petitions Scheme, the City Council welcomes e-petitions and recognises that e-petitions are one way in which people can let us know their concerns. E-petitions must be created and submitted through our website <http://www.lancaster.gov.uk/petitions> and must follow the same guidelines as paper petitions. [Please see guidelines for paper petitions.](#)



The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.

If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your e-petition to a meeting of the Council, please contact Democratic Services within 10 working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on the City Council's website.

How do I submit or 'sign' an e-petition?

An e-petition can be submitted or signed by any person(s) who live, work or study in the Council's area. To submit or sign an e-petition you have to be a registered user.

Registration is a simple process that just requires you to provide us with a few details in case we need to contact you about the e-petition. On the e-petitions homepage, select the 'Submit a new ePetition' option link. To submit a new petition and/or register to an existing petition you will then be asked to supply your full name, address and a valid email address for verification purposes. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the e-petition. People visiting the e-petition will be able to see your name in the list of those who have signed it, but your contact details will not be visible.

You can only sign an e-petition once. The list of signatories will be regularly checked by officers. Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.



Queries

As previously mentioned guidelines on petitions are available. [Please see guidelines for paper petitions.](#)

However, if you have any queries about the Petitions Scheme, please contact Democratic Services, Town Hall, Dalton Square, Lancaster, LA1 1PJ.

Telephone 01524 582656, or email: democracy@lancaster.gov.uk