

Paper Petition Guidance

Can I submit a paper petition?

Yes you can submit paper petitions. A petition may gather names and addresses in both forms, so you could have a paper version and an online version, although repeat names will be removed. Both forms should run for the same period of time and must be submitted together. If you are having both versions, please let us know when submitting the e-petition so that this can be highlighted on the website.

Petitions submitted from local businesses, voluntary organisations, social enterprise companies or Community Planning Partners can only be accepted in paper form. There are forms available to download for submitting paper petitions for both individuals and for local businesses on the petitions website and they are available from Committee Services.

What can a petition achieve?

When you submit a petition (paper or electronic) to the Council it can have positive outcomes that lead to change and inform debate. It can bring an issue to the attention of the Council and show strong public approval or disapproval for something the Council is doing.

Paper Petitions submitted by an Individual

Who can submit a petition?

A petition can be submitted by a person who lives in Aberdeen City and is on the Electoral Register.

What issues can my petition relate to?

Your petition should be relevant to some issue on which the Council has powers or duties or on which it has shared delivery responsibilities. It should also be submitted in good faith and be decent, honest and respectful.

You cannot submit a petition on the following:

1. Matters that are sub judice, that is, matters that are the subject of any current court proceedings
2. Planning, licensing and other matters with their own procedures
3. Matters which should be dealt with through the Aberdeen City Council complaints procedure or through the Ombudsman
4. Matters concerning individual elected members or Council employees
5. Employees' terms and conditions
6. Housing allocations in respect of individuals
7. A decision taken by Aberdeen City Council in the previous twelve months
8. A matter which is very similar to or the same as, a petition which the Committee has considered in the previous twelve months
9. A matter which is the subject of an outstanding committee remit
10. Matters designed to gain or reduce support for one or more political parties
11. Matters that could damage a person's reputation or discriminate against them
12. Personal or business interests
13. An allegation pertaining to people or organisations breaking the law or codes of practice
14. An allegation or matter which could be defamatory (contain information which is not true), discriminate against someone or contain offensive language, for example swear words, insulting, sarcastic or provocative language or other terms that could reasonably be considered as offensive by the reader.

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

What information should my petition contain?

Your petition will need to include:

- A title
- A statement explicitly setting out what action you would like the Council to take
- Any other information that you feel is relevant to the petition

Who can sign a petition?

A petition can be signed by a person (other than a Councillor) who lives in Aberdeen City and is on the Electoral Register.

If you sign a petition, you will be required to provide us with basic personal information (name, address including postcode to enable us to verify your data). We will only use the information you provide for this purpose.

You can only sign a petition once. The list of signatures will be checked by officers and any duplicate signatures will be removed.

Privacy Policy

The details that you give on the petition are needed to validate your support and will not be used for any other purpose. The Council may contact you in relation to any petitions that you have signed.

What happens when the petition is submitted?

Once the petition has reached the minimum of 100 signatures, you should submit the petition to Committee Services.

Officers will check the petition for competency and will contact you to discuss the petition. If the petition is valid it will be discussed at the next available scheduled meeting of the most appropriate Committee. If you are unavailable to attend that meeting, your petition can be considered at the subsequent meeting.

What happens at the Committee?

As lead petitioner, you and two supporters will be invited to attend the meeting which will be held in the Town House at which your petition is being considered. You will be invited to speak for up to ten minutes in support of your petition, with a further ten minutes allowed for questions from the Committee.

The Committee will take one of the following decisions:

- (1) take no action and advise the lead petitioner of the Committee's reasoning; or
- (2) agree that the matter be subject of a report to the relevant Committee(s); or
- (3) refer the matter to a relevant organisation with or without a recommendation.

Paper Petitions submitted by a Local Business, Voluntary Organisation, Social Enterprise Company or a Community Planning Partner

The majority of the information provided above is relevant for petitions submitted by local businesses, voluntary organisations, social enterprise companies or Community Planning Partners. The following information relates directly to petitions submitted by such bodies.

Who can submit or sign a petition?

A petition can be submitted by a local business, voluntary organisation, social enterprise company or Community Planning Partner and can be signed by other such bodies.

How many signatures does the petition need in order for it to be discussed by the Petitions Committee?

The petition will need to have ten or more signatures from local businesses, voluntary organisations, social enterprise companies or Community Planning Partners. Once this has been reached, the petition should be submitted to Committee Services.

Contact Details

For more information and advice or to discuss a potential petition, please contact: petitions@aberdeencity.gov.uk