



Telford & Wrekin  
Co-operative Council

Protect, care and invest  
to create a better borough

# Scheme for Dealing with Petitions

April 2026

## Background

Petitions are an important way for people who live, work or study in the area to raise issues of concern with the Council. By submitting a petition, residents can highlight matters they feel the Council should consider, respond to or act on.

This Scheme sets out how petitions to the Council are submitted, handled and responded to. It aims to ensure petitions are dealt with in a fair, transparent and consistent way.

## How to submit a petition?

The Council welcomes petitions, however, it is important to note that **we no longer host ePetitions** on our website.

You can submit your petition on paper or electronically. ePetitions must follow the same guidelines as paper petitions. Petitions including those from other ePetitions websites (e.g. Change.org) can be submitted to the Council using the contact details below:

### Customer Relationship Team

Telford & Wrekin Council  
Darby House  
Lawn Central  
Telford  
TF3 4JA

Petitions can also be submitted in person to an officer of the Council or delivered to your local ward Councillor.

## What constitutes as a valid petition?

A valid petition **must** include the following:

- contain 100 or more valid signatures of people who live, work or study in the borough;
- details and contact information for the person designated as the petition organiser or lead petitioner;
- the signatures of each petitioner should be followed by the date of signature and their name and address (in capitals); and
- must include a request for some form of action to be taken.

Petitions must also relate to a function of the Council or a partner organisation.

Valid petitions **must not**:

- relate to a Planning or Licensing decision; and/or
- relate to a matter where a right of recourse or right of appeal is already provided for in law.

### **Why was my petition not accepted?**

Petitions may not be accepted if in the opinion of the Monitoring Officer, after consultation with the relevant Cabinet Member, the petition is deemed as vexatious, abusive or otherwise inappropriate to be dealt with.

If a petition to the same or substantially similar effect has been made to the Council within the previous 12 months of the petition being received, it may also be rejected.

### **How will the Council respond to my petition?**

You will receive an acknowledgement of receipt within 5 working days and within a further 10 working days the Lead Petitioner will be informed by the relevant Director or Head of Service how the Council intends to deal with the petition. This will be in one of the following ways:

- To comply with the request in the petition;
- To consider the petition at a Cabinet meeting of the Council, at which the Lead Petitioner will be able to speak for 3 minutes in support of the petition;
- To commission further research into the matter, hold an inquiry, or in some cases hold a public meeting to seek further information;
- To provide a written response to the petition setting out the Council's policy or views; and
- To refer the petition to Scrutiny for further investigation.

If a petition is received with the signatures of more than 5% of the population of the Borough this will automatically be debated at a meeting of the Full Council.

### **Further Contact Details**

If you have any further questions or to find out more about petitions, you can contact the Democratic Services Team by emailing [democratic.services@telford.gov.uk](mailto:democratic.services@telford.gov.uk)