

**Scrutiny & Petitions Board**

**Public Petition: Ref .....** (for office use)

Before completing this petition you should read the Procedures for Dealing with Petitions. The completed form should be sent by email to [petitions.cs@renfrewshire.gov.uk](mailto:petitions.cs@renfrewshire.gov.uk) or by mail or by hand to the Head of Legal & Democratic Services, Finance & Corporate Services, Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley, PA1 1TR.

If you require any further information or advice, please contact Finance & Corporate Services (Tel 0141 840 3229).

**Details of Principal Petitioner**

Please enter the name of person raising the petition. Please include a contact address to which correspondence may be sent and a contact telephone number. Only the principal petitioner's name and no other details will be made public.

**Name:**

**Address:**

**Tel No:**

**e-mail:**

**Petition Statement**

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

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**Action taken to resolve issues of concern before submitting the Petition**

Before a petition is submitted, you may have already raised the issue in question 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 4 sides of A4 paper.

**Presenting your Petition**

As the principal petitioner you will be invited to appear before the Board to speak in support of the petition and also to answer any questions which members of the Board 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 Principal Petitioner**

When satisfied that the petition meets all the criteria outlined in the Procedures for Dealing with Petitions, the Principal Petitioner should sign and date the form in the box below.

All other signatures gathered should be appended to the form.

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|

(Please type your name if sending by e-mail)

**Name in block capitals**

(Please type your name if sending by e-mail)

**Appended Information**

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

- Signatures to the petition
- Copies of relevant correspondence
- Any additional information for consideration

**Submission**

Please submit this form and attachments – by, mail or in person – to:-

The Head of Legal & Democratic Services,  
Renfrewshire Council,  
Council Offices,  
Cotton Street,  
Paisley. PA1 1TR

or by email to [petitions.cs@renfrewshire.gov.uk](mailto:petitions.cs@renfrewshire.gov.uk)

