

E-petition Guidance

How to submit an e-petition

From the 'Petitions' page select **submit a new e-petition**

If you are a new user you will need to register by selecting **register as a new user** to register as a new user you will need to a user name and email address and choose a password.

Once you have registered you can submit a petition, you will need to login to the system using your username and password.

You will be asked to provide a short descriptive title for your petition.

You can link the petition to a forward plan item, if one exists. The forward plan lists the key decisions expected to be taken by the Executive over the next four months. [Click here to access the Forward Plan.](#)

Click on **continue** and then fill in the e-petition form.

- You must outline what you are asking the council to do; this must be a clear and concise statement covering the subject of the petition.
- You can provide further information which you feel is relevant to the petition.
- If you belong to an organisation, you can enter this.

Once you have completed the form select **Finish**

When you have submitted your petition you will receive an email confirming you have successfully submitted your petition with a link to the e-petition.

Before your e-petition is published we may contact you to clarify the subject of your petition and which council meeting you would like your petition to go to. You will be notified when your petition has been published and is active on the website.

Once the petition is active it is available to sign. Those who sign your petition will be able to agree.

How to sign an e-petition

From the 'Petitions' page you can view a list of active petitions.

Select the petition you wish to sign.

Select **sign e-petition**. Please note that you must be logged in to sign a petition

The next screen will display the e-petition title and description followed by the statement:

"I, (*your name*), agree with the above statement.
I consent to the council contacting me regarding this petition:"

Click in the box so a tick appears, then select **Sign**

Email address

It is important that you provide a valid email address when submitting or signing an e-petition as we may contact you to: ask you to verify that you live, work or study in the district or let you know what is happening with an e-petition you have submitted or signed.

Promoting e-petitions

Whilst the council hosts e-petitions it will not generally publicise and promote petitions. It is the responsibility of the petition creator to raise awareness of the petitions and secure the number of signatures required to be considered by a council meeting.

You may wish to consider using local community websites and discussion forums to publicise your petition and direct people to the website to sign.

If you require any further guidance on e-petitions please contact Democratic Services by email democracy@cherwell-dc.gov.uk