



RHONDDA CYNON TAF



Guidance on Completing a Petition



1. Introduction

- 1.1. Rhondda Cynon Taff County Borough Council aims to provide you with good quality services which are easy to access and meet your needs as a resident of RCT.
- 1.2. The petitions' process plays a key part in these aims by encouraging residents to participate fully in the decision making process, either by yourself or as part of a group.
- 1.3. If you would like to submit a petition to the Council, please read the following guidance and instructions carefully before preparing and submitting a petition.

2. Submitting your Petition

- 2.1. Your petition should refer to services provided by the Council, or issues that affect your community that the Council is involved in.
- 2.2. It is important that both the purpose of your petition and what you are looking to achieve is clear and concise. Your title should aim to grab people's attention, and indicate clearly the area/issue your petition covers.
- 2.3. Your petition statement should be well structured and tell a story. It should:
 - Describe the situation/problem/issue
 - indicate why it is important to you and others; and,
 - suggest what is needed and why

Example

Smith Street is a residential street but is being used as a short cut and a way to avoid surrounding congested through roads.

As a result of the increased traffic there has been a number of incidents including traffic accidents and damage to parked cars. This has also impacted on the feeling of safety among residents, particularly those with young children.

The Council should put in place measures to prevent Smith Street from being used as a short cut and introduce traffic calming to make the area safer for residents and pedestrians.

2.4. The petition must include the following:

- The name of the lead petitioner who must live within the Rhondda Cynon Taf area, or in the case of a local business or organisation, it should be a registered business within the Rhondda Cynon Taf area; we reserve the right to check your eligibility.
- The lead petitioner's address to which all communications will be sent.
- The name, address, post codes and signature of any person(s) supporting the petition.
- Planning application reference if the petition relates to planning. The planning department will acknowledge receipt of the petition by writing/emailing the lead petitioner.

2.5 If your petition is in relation to a comment or a complaint or is related to individual or personal issues you should send it to us through the Council's Comments, Compliments and Complaints process.

3. Promoting your Petition

3.1. We would encourage you to promote your petition to help gather support and achieve your purpose. You can promote your petition via local media (radio and newspaper) as a way of letting more people in your community and across RCT know about your petition.

4. How to send in your petition

Planning

4.1 Petitions relating to a planning applications should be sent directly to the planning department by email planningservices@rctcbc.gov.uk or

Planning
Sardis House
Sardis road
Pontypridd
CF37 1DU

Please note petitions relating to planning applications may appear online, will be referred to in Officers reports and may be shown to the Planning Committee.

Consultation

4.2 Petitions relating to a current consultation should be sent directly to the consultation department either by email Consultation@rctcbc.gov.uk or by post:

Freepost RSBU-HJUK-LSSS
Research & Consultation
The Pavilions
Clydach Vale
Tonypandy
CF40 2XX

Other

4.3 For all other council business related petitions, when you are satisfied your petition meets the conditions outlined in this guidance, you should submit the petition to:

Council Business Unit
The Pavilions
Cambrian Park
Clydach Vale
CF40 2XX.

4.4 You can also email your petition to CouncilBusiness@rctcbc.gov.uk. You will receive confirmation that your petition has been received.

5. Online Petitions

5.1 We welcome online petitions providing they meet the criteria outlined above. The link to the final petition should be sent to CouncilBusiness@rctcbc.gov.uk

6. What happens next?

6.1 Petitions that meet the criteria as set out by the Democratic Services Committee in July 2019 will be displayed on a dedicated page on the Council's website. The appropriate reply from the relevant Cabinet Member and any action taken forward in respect of the petition would also be published.

6.2 The criteria for petitions to be displayed on this page are as follows:-

- Petitions of 60 or more signatories, where the issue could reasonably be expected to:
 - i. affect the Communities living or working in an area comprising two or more wards or electoral divisions; or
 - ii. result in the Council incurring expenditure which is, or the making of savings which are, significant.

6.3 Petitions that meet the above criteria would be published on the dedicated webpage as long as the petition clearly advises that all data protection and GDPR rights have been conformed to.

How the Council uses your information

For full details on how the Council processes personal information when a petition is received, please visit the Petitions Privacy Notice on the Council's Data Protection pages at www.rctcbc.gov.uk/dataprotection.